

# Agenda



## ORDINARY MEETING OF COUNCIL

### AGENDA

24 APRIL 2024

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**1. MEETING OPENED**

**1.1 Acknowledgement of Country**

*The traditional owners of the land on which the meeting is held to be acknowledged.*

**1.2 Opening Prayer**

*A minute's silence to be held for those persons recently deceased followed by the opening prayer.*

**2. LEAVE OF ABSENCE**

*No Leave Of Absence.*

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**3. CONDOLENCES/GET WELL WISHES****3.1 Condolences**

**Author:** Bella Greinke, Council Business Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Officer's Recommendation:**

**THAT letters of condolence be forwarded to the families of recently deceased persons from within, or associated with, the Lockyer Valley region.**

**Attachments**

There are no attachments for this report.

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#### **4. DECLARATION OF ANY PRESCRIBED CONFLICT OF INTERESTS/DECLARABLE CONFLICTS OF INTEREST BY COUNCILLORS**

##### **4.1 Declaration of Prescribed Conflict of Interest on any Item of Business**

Pursuant to Chapter 5B, Part 2 of the *Local Government Act 2009*, a councillor who has a prescribed conflict of interest in an issue to be considered at a meeting of a local government, or any of its committees must:

- (a) inform the meeting of the prescribed conflict of interest in the matter, including the following about the interest –
  - i. if it arises because of a gift, loan or contract, the value of the gift, loan or contract
  - ii. if it arises because of an application or submission, the subject of the application or submission
  - iii. the name of any entity other than the councillor that has an interest in the matter
  - iv. the nature of the councillor's relationship with the entity that has an interest in a matter
  - v. details of the councillor's and any other entity's interest in the matter; and
- (b) leave the meeting room, including any area set aside for the public, and stay out of the meeting room while the matter is being discussed and voted on unless the subject councillor has written notice from the Minister to participate in the matter.

##### **4.2 Declaration of Declarable Conflict of Interest on any Item of Business**

Pursuant to Chapter 5B, Part 3 of the *Local Government Act 2009*, a councillor who has a declarable conflict of interest in a matter to be considered at a meeting of the local government or any of its committees must inform the meeting about the personal interest in the matter, including the following particulars about the interests:

- (a) the nature of the interests
- (b) if it arises because of the councillor's relationship with a related party:
  - i. the name of the related party to the councillor
  - ii. the nature of the relationship of the related party to the councillor
  - iii. the nature of the related party's interest in the matter
- (c) if it arises because of a gift or loan from another person to the councillor or a related party:
  - i. the name of the other person
  - ii. the nature of the relationship of the other person to the councillor or related party
  - iii. the nature of the other person's interest in the matter
  - iv. the value of the gift or loan and the date the gift or loan was made.
- (d) how the councillor intends to handle the matter i.e. leave the meeting or proposes to stay in a meeting.

#### **5. MAYORAL MINUTE**

*No Mayoral Minute.*

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**6. CONFIRMATION OF MINUTES**

**6.1 Confirmation of Ordinary Meeting Minutes - 13 March 2024**

**Author:** Ian Church, Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Officer's Recommendation:**

**THAT the minutes of the Ordinary Meeting of the Lockyer Valley Regional Council held on 13 March 2024 be taken as read and confirmed.**

**Attachments**

There are no attachments for this report.

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**6.2****Confirmation of Post-Election Meeting Minutes - 5 April 2024****Author:** Ian Church, Chief Executive Officer**Responsible Officer:** Ian Church, Chief Executive Officer

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**Officer's Recommendation:**

**THAT the minutes of the Post-Election Meeting of the Lockyer Valley Regional Council held on 5 April 2024 at the conclusion of the quadrennial election be taken as read and confirmed.**

**Attachments**

There are no attachments for this report.

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**7. BUSINESS ARISING FROM MINUTES**

*No Business Arising from Minutes.*

**8. COMMITTEE REPORTS****8.1 Receipt of the Unconfirmed Minutes of the Audit and Risk Management Committee Meeting - 12 March 2024**

**Author:** Bella Greinke, Council Business Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Officer's Recommendation:**

**THAT Council receive and note the unconfirmed minutes of the Audit and Risk Management Committee meeting held on 12 March 2024.**

**Attachments**

[1](#)  Unconfirmed Minutes - Audit and Risk Management Committee - 20240312 22 Pages





AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

12 MARCH 2024

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**ATTENDANCE:**

**Councillor Members**

- Cr Jason Cook
- Cr Chris Wilson

**Independent External Members (Voting)**

- Kerry Phillips (Chairperson)
- Martin Power
- Adrian Morey

**Attendees (non-voting)**

- Ian Church, Chief Executive Officer
- Madonna Brennan, Risk, Audit & Corporate Planning Advisor
- Bella Greinke, Council Business Officer (Secretariat)
- Christie Wytenburg, Coordinator Business Improvement
- Dan McPherson, Group Manager People, Customer and Corporate Services
- Amanda Pugh, Group Manager Community and Regional Prosperity
- Cathy Blunt, O'Connor Marsden & Associates (Internal Audit)
- Logan Meehan, Crowe (External Audit) (via teleconference)
- David Adams, Queensland Audit Office (via teleconference)
- Mansheel Kumar, Queensland Audit Office (via teleconference)
- Dee Stewart, Coordinator Accounting Services (via teleconference) (part of meeting)
- Sam McPherson, Principal Safety (part of meeting)
- Caitlan Natlier, Coordinator Governance and Property (part of meeting)
- John Keen, Group Manager Infrastructure (part of meeting)
- Hans Muller, Acting Manager Infrastructure and Engineering Services (part of meeting)
- Graham Cray, Manager Information Communication Technology (part of meeting)
- Nick Young, Chief Information Security Officer (part of meeting)

**1. MEETING OPENED**

*The meeting commenced at 1:34pm.*

*The Chairperson acknowledged the traditional owners of the land on which the meeting is being held.*

*The Chairperson advised the meeting that, moving forward, resolutions will be made by consensus. A vote will be taken by exception and movers and seconders to the motion are no longer required.*

**2. APOLOGIES**

**3. DECLARATION OF ANY MATERIAL PERSONAL INTERESTS/CONFLICTS OF INTEREST BY MEMBERS**

**3.1 Declaration of Prescribed Conflict of Interest on any Item of Business**

Pursuant to Chapter 5B, Part 2 of the Local Government Act 2009, a member who has a prescribed conflict of interest in an issue to be considered at a meeting of a local government, or any of its committees must:

- (a) inform the meeting of the prescribed conflict of interest in the matter, including the following about the interest –
  - i. if it arises because of a gift, loan or contract, the value of the gift, loan or contract
  - ii. if it arises because of an application or submission, the subject of the application or submission
  - iii. the name of any entity other than the member that has an interest in the matter
  - iv. the nature of the member's relationship with the entity that has an interest in a matter
  - v. details of the member's and any other entity's interest in the matter; and
- (b) leave the meeting room, including any area set aside for the public, and stay out of the meeting room while the matter is being discussed and voted on unless the subject member has written notice from the Minister to participate in the matter.

**3.2 Declaration of Declarable Conflict of Interest on any Item of Business**

Pursuant to Chapter 5B, Part 3 of the *Local Government Act 2009*, a member who has a declarable conflict of interest in a matter to be considered at a meeting of the local government or any of its committees must inform the meeting about the personal interest in the matter, including the following particulars about the interests:

- (a) the nature of the interests
- (b) if it arises because of the member's relationship with a related party:
  - i. the name of the related party to the member
  - ii. the nature of the relationship of the related party to the member
  - iii. the nature of the related party's interest in the matter
- (c) if it arises because of a gift or loan from another person to the member or a related party:
  - i. the name of the other person
  - ii. the nature of the relationship of the other person to the member or related party
  - iii. the nature of the other person's interest in the matter
  - iv. the value of the gift or loan and the date the gift or loan was made.
- (d) how the member intends to handle the matter i.e. leave the meeting or proposes to stay in a meeting.

AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

12 MARCH 2024

4. CONFIRMATION OF MINUTES

4.1 Confirmation of Audit and Risk Management Committee Meeting Minutes -  
13 December 2023

**Author:** Bella Greinke, Council Business Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

Officer's Recommendation:

THAT the minutes of the Audit and Risk Management Committee meeting held Wednesday 13  
December 2023 be taken as read and confirmed.

RESOLUTION

THAT the minutes of the Audit and Risk Management Committee meeting held Wednesday 13  
December 2023 be taken as read and confirmed.

Resolution Number: ARMC/0305

CARRIED

AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

12 MARCH 2024

5. BUSINESS ARISING FROM MINUTES

*Nil business arising from previous minutes.*

6. & 7. AUDIT COMMITTEE REPORTS AND ITEMS FOR INFORMATION

6.1 Chief Executive Officer's Report

**Author:** Ian Church, Chief Executive Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

The purpose of this report is to provide an update on matters relevant to the Audit and Risk Management Committee.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee receive and note the Chief Executive Officer's Report.**

**RESOLUTION**

**THAT the Audit and Risk Management Committee receive and note the Chief Executive Officer's Report.**

**Resolution Number: ARMC/0306**

**CARRIED**

**Key Discussion Points**

The Chief Executive Officer (CEO) provided an overview of the report, highlighting key points as detailed below.

**Election and New Council Onboarding Program**

The CEO advised the meeting that a meet and greet session has been tentatively scheduled for the new Council on Wednesday 20 March 2024, with the Post-Election Meeting to be held on 28 March 2024\*. While discussing the Councillor Handbook that is currently in development, the Chair requested a copy be sent to ARMC members. Furthermore, the Chair requested to meet with the new Councillor members once they are appointed to the ARMC, prior to the next meeting of the ARMC. Council's Risk, Audit and Corporate Planning Advisor confirmed that an induction for new ARMC members will be conducted once appointments are confirmed.

\* NOTE: at the time of drafting these minutes, the dates of the Councillor meet and greet session and the Post-Election Meeting have been changed to 2 and 5 April 2024 respectively, subject to the polls being declared.

AUDIT & RISK MANAGEMENT COMMITTEE  
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12 MARCH 2024

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**Lockyer Valley Planning Scheme Status Update**

The Chair asked for clarification around the 'no further subdivision' precinct of the Rural residential zone that community feedback was in relation to, and queried if this was in relation to Grantham. Council's Group Manager Community and Regional Prosperity advised this is not associated with Grantham and is currently being reviewed along with other feedback received as part of the public consultation.

**Lockyer Valley and Somerset Water Collaborative**

A Councillor Member asked for an update on the Chair of the Lockyer Valley and Somerset Water Collaborative. The CEO advised the previous Chair's contract terminated on 31 December 2023, and that the Collaborative members had voted to run a selection process. This process had resulted in the appointment of a new Chair.

There was no further discussion in relation to this item.

AUDIT & RISK MANAGEMENT COMMITTEE  
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**6.2 External Audit Update, including draft 2024 External Audit Plan**

**Author:** Dee Stewart, Coordinator Accounting Services  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

The attached report provides a briefing on the status of external audit activity, including Council's draft 2024 External Audit Plan.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee receive and note the External Audit Update, including the draft External Audit Plan for the financial year ending 30 June 2024.**

**RESOLUTION**

**THAT the Audit and Risk Management Committee receive and note the External Audit Update, including the draft External Audit Plan for the financial year ending 30 June 2024.**

**Resolution Number: ARMC/0307**

**CARRIED**

**Key Discussion Points**

Representatives from the Queensland Audit Office (QAO) and Council's External Auditor, Crowe, highlighted key elements of the report.

The Chair requested upcoming shell statements and position papers be sent to the ARMC out of session for discussion at the May and August meetings. A brief discussion followed to determine which position papers are currently being developed.

An Independent Member sought clarity on the level of the review of audit committees that is being undertaken. The QAO representative advised the review will not select particular Councils to focus on but will be a broader review. The representative said they have reached out to a number of CEOs and Committee chairs and welcome comments.

There was no further discussion in relation to this item.

AUDIT & RISK MANAGEMENT COMMITTEE  
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**6.3 Internal Audit Progress Report - Including Annual Review of 3-year Internal Audit Plan**

**Author:** Madonna Brennan, Risk, Audit and Corporate Planning Advisor  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

The purpose of this report is to present the Audit and Risk Management Committee (ARMC) with an update on internal audit activity which has occurred since the previous meeting of the ARMC held on 13 December 2023.

The report also addresses the scheduled annual review, and subsequent amendments of Council's 3-year Internal Audit Plan.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee:**

1. Receive and note the Internal Audit Activity Progress Update.
2. Receive and note the draft Fuel Management Review Report and accept the final Report with management responses be circulated out of session to the ARMC for endorsement.
3. Endorse the amendment of the 2023-2024 schedule of audits in Council's 3-year Internal Audit Plan to conduct a review of "Project Expenses Capitalisation" in place of the review of records management practices.
4. Accept the inclusion of the agreed outcomes from the review of Council's 3-year Internal Audit Plan (2024-2027) conducted as part of the Audit and Risk Management Committee's Annual Planning Day.
5. Endorse the submission of the revised 3-year Internal Audit Plan to Council for adoption.

**RESOLUTION**

**THAT the Audit and Risk Management Committee:**

1. Receive and note the Internal Audit Activity Progress Update.
2. Receive and note the draft Fuel Management Review Report, with the final report to be presented at the next meeting of the Committee.
3. Endorse the amendment of the 2023-2024 schedule of audits in Council's 3-year Internal Audit Plan to conduct a review of "Project Expenses Capitalisation" in place of the review of Records Management Practices.
4. Defer items 4 and 5 of the Officer's Recommendation until the next meeting of the Audit and Risk Management Committee, scheduled for Monday 27 May 2024.

Resolution Number: ARMC/0308

**CARRIED**



AUDIT & RISK MANAGEMENT COMMITTEE  
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12 MARCH 2024

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**Key Discussion Points**

Council's Risk, Audit and Corporate Planning Advisor provided an overview of the report, with support from the internal audit representative.

Brief discussion was held around the fuel management audit, in particular the risk associated with staff fuel cards. Positive comments were made around Council's control of fuel cards.

The Chair made comments on the difficulty of reviewing draft internal audit reports provided to the ARMC without management responses. An Independent Member agreed with this and noted it can be misleading as management responses may differ from the recommendations in the report. ARMC members made other comments on the recommendations included in the report. The Chair noted disagreement on items marked as low risk, given the comments made, and requested this be reviewed. The Chair requested an updated version of the report be recirculated to the ARMC with errors corrected.

There was no further discussion in relation to this item.

AUDIT & RISK MANAGEMENT COMMITTEE  
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*The order of business changed during the meeting and the items were discussed in the order reflected below.*

**7.2 Governance and Legal Update**

**Author:** Caitlan Natalier, Coordinator Governance and Property  
**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

**Summary:**

The purpose of this report is to provide an update on Governance and Legal matters within the jurisdiction of the Governance and Property team and relevant to the Audit and Risk Management Committee.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee receive and note the report provided by the Principal Governance and Property.**

**RESOLUTION**

**THAT the Audit and Risk Management Committee receive and note the report provided by the Principal Governance and Property.**

**Resolution Number: ARMC/0309**

**CARRIED**

**Key Discussion Points**

Council's Coordinator Governance and Property presented key elements of the report to the ARMC and highlighted the next major review of policies is scheduled for March, so it is expected a significant number of policies will be updated in the near future. Council's Risk, Audit and Corporate Planning Advisor informed the ARMC that any overdue policies are not contributing to Council's strategic risks as the policy remains in place until it is superseded.

An Independent Member queried Council's exposure to financial risk regarding a particular planning development. Council's Group Manager Community and Regional Prosperity provided the ARMC further clarity around the scope of the project and upcoming action to be taken. The external audit representative confirmed this will be assessed with their review.

The Chair asked for clarity on the timing of the delegations being adopted by Council. The CEO confirmed the delegations were adopted at the Ordinary Council Meeting on 24 January 2024, prior to caretaker period commencing on 29 January 2024.

There was no further discussion in relation to this item.

AUDIT & RISK MANAGEMENT COMMITTEE  
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**7.4 Work Health and Safety Update**

**Author:** Madison Pozzebon, Safety Advisor; Sam McPherson, Principal Safety  
**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

**Summary:**

The purpose of this report is to provide an update on Work Health and Safety related matters relevant to the Audit and Risk Management Committee (ARMC).

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee receive and note the Work Health and Safety update.**

**RESOLUTION**

**THAT the Audit and Risk Management Committee receive and note the Work Health and Safety update.**

**Resolution Number: ARMC/0310**

**CARRIED**

**Key Discussion Points**

Council's Principal Safety provided an overview of the report content and highlighted that there appears to be a trend of musculoskeletal injuries resulting in days lost. The Principal Safety advised that Council has engaged an external return to work coordinator to aid those with lost time injuries in their return to the workforce. A Councillor Member queried if there is a pattern with injuries resulting from inadequate plant or processes. The ARMC was advised the majority of injuries are as a result of poor decision making, rather than external factors.

There was no further discussion in relation to this item.

AUDIT & RISK MANAGEMENT COMMITTEE  
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**7.3 Information Communication and Technology Update**

**Author:** Graham Cray, Manager Information Communication Technology  
**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

**Summary:**

The purpose of this report is to provide an update on Information Communication and Technology (ICT) related matters relevant to the Audit and Risk Management Committee (ARMC).

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee receive and note the Information Communication and Technology update.**

**RESOLUTION**

**THAT the Audit and Risk Management Committee receive and note the Information Communication and Technology update.**

**Resolution Number: ARMC/0311**

**CARRIED**

**Key Discussion Points**

Council's Manager ICT and Chief Information Security Officer (CISO) highlighted key elements of the report and Council's cybersecurity strategy. They also highlighted the growing risks to Council associated with artificial intelligence.

The ARMC discussed in detail Council's current cybersecurity risks, actions taken to mitigate risks and Council's progress with the Essential Eight. ARMC members raised a number of concerns in relation to ICT, however positive comments were made that Council has an increased focus on ICT security and are more cognisant of the risks.

There was no further discussion in relation to this item.

AUDIT & RISK MANAGEMENT COMMITTEE  
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**7.1 Financial Performance Report**

**Author:** Dee Stewart, Coordinator Accounting Services  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

This report provides the Audit and Risk Management Committee with the summary of Council's financial performance against budget for the financial year to 31 January 2024.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee receive and note the Financial Performance Update.**

**RESOLUTION**

**THAT the Audit and Risk Management Committee receive and note the Financial Performance Update.**

**Resolution Number: ARMC/0312**

**CARRIED**

**Key Discussion Points**

Council's Coordinator Accounting Services took the report as read and highlighted that sustainability indicators will now be included in the report following a briefing from the Department of Housing, Local Government, Planning and Public Works to Councillors.

There was no further discussion in relation to this item.

AUDIT & RISK MANAGEMENT COMMITTEE  
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12 MARCH 2024

**6.5 Audit Register Progress Update**

**Author:** Madonna Brennan, Risk, Audit and Corporate Planning Advisor  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

This report provides the Audit and Risk Management Committee (ARMC) with an update on the action taken in relation to previous audit recommendations identified in Council's Audit Register.

Also included in this Report is an overview of the recommendations made by the Auditor-General in his report to Parliament, Local Government 2023 (Report 8 2023-24) and a summary on how these are being addressed by Council.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee:**

1. Receive and note the progress update on Council's Audit Register.
2. Endorse the completion of item numbered 22IAPF3.4.4 and its archiving from the active Audit Register.
3. Receive and note Council's summary of actions to address the recommendations made in the Auditor-General's Report 8 Local Government 2023.

**RESOLUTION**

**THAT the Audit and Risk Management Committee:**

1. Receive and note the progress update on Council's Audit Register.
2. Endorse the completion of item numbered 22IAPF3.4.4 and its archiving from the active Audit Register.
3. Receive and note Council's summary of actions to address the recommendations made in the Auditor-General's Report number 8, Local Government 2023.

**Resolution Number: ARMC/0313**

**CARRIED**

**Key Discussion Points**

Council's Risk, Audit and Corporate Planning Advisor gave an overview of the report and noted although there is only one recommendation for completion, there has been significant progress with a number of audit recommendations. Another onsite review of audit recommendations with an internal audit representative is being arranged for the purpose of verifying items for completion.

Further discussion was held around the progress of some items on the audit register and the aging/overdue deadlines. Members advised that Management should provide more emphasis on closing out audit items.

Council's Risk, Audit and Corporate Planning Advisor raised the Auditor General's report to Parliament and highlighted the recommendations within, noting Council currently has processes in place to address these.

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AUDIT & RISK MANAGEMENT COMMITTEE  
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A Councillor Member queried what information will be provided to Councillors following the election and how appointment to Deputy Mayor, portfolios and representation on committees is determined. The CEO advised that a comprehensive Councillor Handbook will be provided to all Councillors once the election is declared. Appointment of the Deputy Mayor is a statutory requirement of the Post-Election meeting while Councillor portfolios and representation on committees will be determined at an Ordinary meeting of Council. There was no further discussion in relation to this item.

UNCONFIRMED

AUDIT & RISK MANAGEMENT COMMITTEE  
MEETING MINUTES

12 MARCH 2024

**6.4 Annual Review of Performance of Internal Audit and Internal Audit Charter**

**Author:** Madonna Brennan, Risk, Audit and Corporate Planning Advisor  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

This report is presented to the Audit and Risk Management Committee (ARMC) for the following purposes:

1. Facilitate the requirement to undertake the annual review of performance of Internal Audit; and
2. Endorse the continuation of Council's Internal Audit Charter (version 2.0).

A member only session will be conducted at the meeting to complete the review of performance of Internal Audit.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee:**

1. Participate in a member only session to review the performance of Internal Audit with the outcome to be presented to Council for consideration.
2. Endorse the continuation of Internal Audit Charter (version 2.0); and complete a detailed review of the Internal Audit Charter in 2025 in accordance with any mandatory requirements identified from the roll out of the new 2024 Global Internal Audit Standards.

**RESOLUTION**

**THAT the Audit and Risk Management Committee:**

1. Endorse the member only session review of the performance of Internal Audit with the outcome to be presented to Council for consideration.
2. Endorse the continuation of Internal Audit Charter (version 2.0); and complete a detailed review of the Internal Audit Charter in 2025 in accordance with any mandatory requirements identified from the roll out of the new 2024 Global Internal Audit Standards.

**Resolution Number: ARMC/0314**

**CARRIED**

**Key Discussion Points**

ARMC members and the CEO participated in a closed session to discuss the performance of the Internal Audit. The outcome of which, when finalised, will be presented to Council for consideration.

When other participants returned to the meeting, the Chair briefly highlighted the outcome of the review to Council's Internal Audit Representative and comments made, which were:

1. The ARMC would like to see fewer minor audit recommendations and possible theming of audit recommendations in order to reduce the number of outstanding recommendations.

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2. The ARMC recommends that the final review reports are inclusive of negotiated agreed recommendations with management.

There was no further discussion in relation to this item.

UNCONFIRMED

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**6.6 Corporate Risk Management Progress Update**

**Author:** Madonna Brennan, Risk, Audit and Corporate Planning Advisor  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

The purpose of this report is to provide the Audit and Risk Management Committee with an update on the progress of Council's Corporate Risk Management Function.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee receive and note the Corporate Risk Management Update, including the status of Council's draft Strategic Risk Register.**

**RESOLUTION**

**THAT the Audit and Risk Management Committee receive and note the Corporate Risk Management Update, including the status of Council's draft Strategic Risk Register.**

**Resolution Number: ARMC/0315**

**CARRIED**

**Key Discussion Points**

ARMC members made positive comments on Council's action in this area and were impressed with the documentation and progress that has been made.

A question was asked around Council's risk appetite and willingness to accept higher residual risk. The ARMC was advised the current risk levels and treatment plans are yet to be reviewed by the management team so have the potential to change. In addition, following the Council Election, Council's risk appetite will need to be reviewed by the new Council.

There was no further discussion in relation to this item.

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**6.7 2023 Annual Self-Assessment and Review of Audit and Risk Management  
Committee Charter**

**Author:** Madonna Brennan, Risk, Audit and Corporate Planning Advisor  
**Responsible Officer:** Ian Church, Chief Executive Officer

**Summary:**

The purpose of this report is to enable the agreed outcomes from the 2023 Audit and Risk Management Committee (ARMC) Annual Self-Assessment and Review of the ARMC Charter completed as part of the ARMC's Annual Planning Day to be formally endorsed by the ARMC.

**Officer's Recommendation:**

**THAT the Audit and Risk Management Committee:**

1. Endorse the findings from the 2023 Annual ARMC Self-Assessment and the submission any identified opportunities for improvement to Council for consideration.
2. Accept any agreed amendments to the ARMC Charter and its submission to Council for adoption.

**RESOLUTION**

**THAT the Audit and Risk Management Committee:**

1. Endorse the findings from the 2023 Annual ARMC Self-Assessment and the submission of any identified opportunities for improvement to Council for consideration.
2. Defer the officer's recommendation and circulate a revised ARMC Charter out of session to Members for review and present to the next meeting of the ARMC for endorsement.

**Resolution Number: ARMC/0316**

**CARRIED**

**Key Discussion Points**

The Chair made positive comments on the 2023 Annual ARMC Self-Assessment and provided advice that Council should review opportunities for improvement that arise from the QAO report to come later this year.

A brief discussion was held around the ARMC Charter and Independent Member remuneration. Council's Risk, Audit and Corporate Planning Advisor agreed to distribute an updated version of the Charter out of session for endorsement at the next meeting and advised a benchmarking activity on remuneration has been undertaken and is currently being assessed.

An Independent Member also raised training opportunities and the process for Member training. Council's Risk, Audit and Corporate Planning Advisor confirmed the ARMC Charter stipulates a training budget for members, and recommended that if a Member would like to undertake a relevant training session details should be provided to the Risk, Audit and Corporate Planning Advisor. The Chair requested broad training be

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delivered at the annual planning day, and specific training can be undertaken by individual members. The CEO committed to contacting the Local Government Association of Queensland (LGAQ) for suggestions of training courses.

There was no further discussion in relation to this item.

UNCONFIRMED

AUDIT & RISK MANAGEMENT COMMITTEE  
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**8. GENERAL BUSINESS**

**8.1. Acknowledgement of Service and Commitment - Elected Members**

The Chair acknowledged and thanked Councillors Cook and Wilson for their commitment to the ARMC over the last eight years.

**9. MEMBERS ONLY SESSION WITH INTERNAL AND EXTERNAL AUDIT**

The AMRC members determined a closed session was not required.

**10. MEETING CLOSED**

*There being no further business, the meeting closed at 4:10pm.*

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**8.2****Receipt of the Unconfirmed Minutes of the Friends of Das Neumann Haus Committee Meeting - 21 March 2024****Author:** Ali Munday, Tourism Officer**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

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**Officer's Recommendation:****THAT Council receive and note the unconfirmed minutes of the Friends of Das Neumann Haus Committee meeting held on 21 March 2024.****Attachments****1** [!\[\]\(73002692dd5e7a64e60946be3158e719\_img.jpg\)](#) Friends of Das Neumann Haus Committee Meeting 21 March 2024 2 Pages

**Monthly Meeting of Friends of Das Neumann Haus Inc. 21<sup>st</sup> March 2024 10.00am**

Attendees: Sue Williams, Marion Davis, Karl Woldt, Angela Worrall, Astra Farrell,

Brett Qualischefski (LVRC), Stef (LVRC), Dot Windolf, Hannah Choi, Gavin Hawkins (Lead Electrician LVRC)

Apologies: Maria Larkman, Linda Naggs, Bronwyn Saunders, Leonor Bellani, Diane Cannon

Minutes from Last Meeting accepted, moved by Marion Davis, sec. Karl Woldt

Business arising from last Meeting Minutes:

Marion still in process of finalising Tyro Bendigo, meanwhile still using NAB eftpos, almost done.

Volunteers' Week – we have allocated the day of Wednesday 26<sup>th</sup> May 2024 as a day for us to give appreciation to our members, and will discuss at a later date what we should do.

Key Person – motion by Dot, sec. Marion, that Diane become a Key person. Training to be given to Diane regarding responsibilities. Council to be advised.

Coffee Machine instructions – Linda unable to assist with this task, so Dot has volunteered to do a draft, and show to others to ensure all correct.

Treasurer's Report – Presented by Marion Davis. Bank Balances as at 21.3.24:

NAB \$30429.62

Bendigo \$278.85

Attached is full report.

General Business

Angela has suggested that we donate some of our funds to worthy causes within the Laidley community. Ideas such as defibrillator, donation to disabled group towards transport costs, schools. All agreed that this was a great idea, and we need to have a discussion to decide where best to donate. Brett suggested that this could be a public relations opportunity for us. It is requested that all interested members think about worthy recipients, and it will be discussed further at the next meeting.

Gavin Hawkins spoke to the meeting regarding the state of the electrical network in the building. He told us that he and Gary (the electrician who has done work for us) checked the entire place for faults, and found everything to be in order. He could not find any fault in the circuit supplying the freezers, and could not explain why the freezers went off recently, when we lost approximately \$500 worth of food that had not just defrosted, but was room temperature for an unknown period. He will be adding an additional circuit so that each freezer has its own circuit, and should it happen again, it will be easier to determine the cause. He says it is possible that one of the freezers has a fault.

Gavin also reiterated that while Gary is an accredited electrician with Council, all electrical issues must be directed to Council in the first instance.

German Lunch – due to price rises in wurst and cheese, the sale price of the German Lunch will be \$10.

Due to a few changes in prices, our laminated menus need to be renewed, as felt pen corrections are rubbing off, and don't look very good.

Free Wifi – our sign at the front facing Patrick Street advertises that we have free wifi, but we do not, and some customers have requested it, so we need to block out this information on our sign.

April roster discussed, spaces to be filled, depending on availability of volunteers. Angela doing a good job in keeping in contact with our volunteers.

Name badges needed for Jo and Alison, to be ordered in due course.

Thank you to Dot, who has prepared a list of duties for key people, and general daily duties for others. This will be very helpful for all volunteers.

Closing time was discussed, as some afternoons are very quiet, with often few or no customers after 1pm.

Brett Qualischefski said farewell to us as he will no longer be LVRC councillor after the recent election. He discussed how the election process works, that QEC conduct the elections, but pass costs onto council and therefore ratepayers. Last election cost \$260,000. He personally had a difficult time during the leadup, having approximately 80 of his corflute signs taken down by mostly unknown persons, and 2 banners. He thanked us all, and he has enjoyed his participation with Das Neumann Haus members. Marion expressed gratitude on our behalf for his assistance over the last 4 years.

Next Meeting to be Thursday 18<sup>th</sup> April 2024 10.00am but at 9.00am, a discussion to be held regarding donating funds, how much and to whom. Please think about worthy causes in the community and bring these ideas to the table.

Meeting closed at 11.30am.



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**8.3                                      Receipt of the Unconfirmed Minutes of the Lake Apex Community Advisory Committee Meeting - 28 February 2024**

**Author:** Sara Rozynski, Personal Assistant Infrastructure

**Responsible Officer:** John Keen, Group Manager Infrastructure

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**Officer's Recommendation:**

**THAT Council receive and note the unconfirmed minutes of the Lake Apex Community Advisory Committee meeting held on 28 February 2024.**

**Attachments**

**1** [!\[\]\(17413706fd4997a1a4bdf85c6864eee1\_img.jpg\)](#) Lake Apex Community Advisory Committee Meeting Minutes    4 Pages



MEETING:	Lake Apex Community Advisory Committee (LACAC) Meeting		
TIME OF MEETING:	9am to 10am		
DATE OF MEETING:	28 February 2024		
LOCATION OF MEETING:	Theatrette, Lockyer Valley Cultural Centre		
CHAIRPERSON:	Cr Janice Holstein		
MINUTES:	Sara Rozynski		

ATTENDANCE

PRESENT			
Name	Position Title	Name	Position Title
Cr Janice Holstein	Councillor – LVRC	Maurice Hennessey	Gatton Village Markets
Brendan Sippel	Principal Parks, Recreation and Cemeteries	Barry Hoffmann	Gatton and District Historical Society
Alan Willson	Lockyer Valley Billy Cart Association	Cr Michael Hagan	Councillor - LVRC
Jason Whiting	Coordinator Parks, Recreation and Cemeteries	Di Lewin	Friends of Lake Apex
Jason Harn	Manager Communities (Guest)	Sara Rozynski	Personal Assistant
Annette Doherty	Manager Planning, Policy and Community Wellbeing	Juanita Johnson (via phone)	Lights on the Hill



APOLOGIES			
Name	Position Title	Name	Position Title
Vacant	2nd Light Horse Lockyer Troop	Bill Beckmann	Lockyer Chamber of Commerce and Industry
Tara Stone	parkrun		
Kate Burns	Coordinator Growth and Policy		

AGENDA ITEMS

ITEM	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER	BY WHEN
1.	<b>Apologies if Applicable</b> (Chair)	Apologies as above.	NA	
2.	<b>Confirmation of previous minutes</b> (Chair)	Minutes from 08/11/2023 moved by Di Lewin and seconded Allan Willison. ECM 4760875	NA	
3.	<b>Outstanding Actions</b> (Chair)	Refer to the outstanding actions items document ECM <a href="#">3161961</a>	NA	
4.	<b>Lake Apex and Freeman Rehabilitation Project Update</b> (Range Environmental via Cr Holstein)	<p>Cr Holstein read out the update to the committee provided by Range Environmental 27/02/2024</p> <p><b>Comments on field works:</b></p> <p>Range Environmental completed bathymetric surveying works in January 2024 with Geotechnical and environmental soil testing in February 2024</p> <ul style="list-style-type: none"><li>- Between the completion of the bathymetric survey works and soil investigation works water depth increased significantly across both waterbodies</li><li>- During soil investigation works the depth of water within Lake Apex was measured between 1.8 and 3m and within Lake Freeman was measured generally between 1 and 1.5m</li><li>- The soil material encountered was generally consistent across both lakes</li><li>- Sediment material was described as a dark grey clayey silt, with a very loose, wet and soft consistency. This material was generally only a few centimetres thick and maximum up to about 10cms</li><li>- Underlying material was described as a hard to stiff silty clay. It is possible that whenever a new layer of silt is deposited it is compressed and forms the new clay base of the waterbody. Due to this clay, it made it difficult to obtain material deeper than approximately 0.4-0.5m from the lake base.</li></ul> <p><b>Schedule:</b></p> <ul style="list-style-type: none"><li>- Draft geotechnical and environmental (soil testing) reports to be provided to Council in mid-March. Samples collected are currently undergoing lab analysis.</li></ul>		

ECM:

ITEM	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER	BY WHEN
		<p>- <i>Following provision of reports to Council, further consideration of the results of soil testing works and options available to Council is to be undertaken.</i></p> <p>FOIA voiced that they understand that the demands of local residents have to be addressed and we commend LVRC on the scientific way in which they are collecting data regarding the lakes.</p> <p>If the lakes system is to survive over the next 50 years, future silting must not be allowed to enter either lake.</p> <p>Future decisions regarding the lakes have to follow scientific processes. If deeper areas are discussed, these discussions must be based upon sound scientific and environmental principles.</p> <p>Cr Holstein responded advising that is why scientific investigations and reports are undertaken and ahead to.</p>	NA	
5.	<b>Presentation of the 2024 Queensland Day Billy Cart Challenge Festival 2 June 2024</b> (Alan Willson)	Lockyer Valley Billy Cart Association applied for State Government grant which was successful. This year they are partnering up with the Spirit of the Valley events. There will also be markets and entertainment onsite during the event. The State Government also gave the Gatton Community Centre funding to run an event on the same day. The Gatton Community Centre and the Billy Cart Association are meeting to discuss the particulars of both events and work out a resolution on how to proceed.	NA	
6.	<b>20<sup>th</sup> Anniversary Lights on the Hill memorial service</b> (Juanita Johnson - LOTH)	<p>This year is the 20<sup>th</sup> Anniversary Lights on the Hill event. Due to this Juanita wants to ensure everyone is aware that this year's event may attract extra people compared to previous years. There will be additional temporary marquees set up and bollards will be set up to minimise vehicles access the grassed areas.</p> <p>Cr Holstein suggested a tree planting service to honour the 20th year anniversary. Juanita to further contact Brendan outside of this meeting to further proceed with this if the LOTH committee wish to. Other identified maintenance items to be actioned outside of this meeting.</p>		
7.	<b>Proposed Future Works</b> (Juanita Johnson -LOTH)	<p>LOTH advised they take nominations and do a draw for those who wish for their truck to be officially apart of the service on the day which is limited to 20 trucks. These trucks will be nose in around the park on bitumen. Often truck drivers will turn up on the day and still want to park their trucks near the wall. LOTH will be advertising that there are parking restrictions in place for truck parking.</p> <p>The proposed works LOTH would like to undertake do don't go outside the LOTH memorial site footprint.</p> <p>1) Where there are rocks/stones, request to change them to gardens which makes the area more appealing and usable.</p> <p>Brendan will touch base with Juanita closer to the event date to organise particulars.</p>	NA	

ECM:

ITEM	DESCRIPTION	RECORD MATTERS FOR ACTION	RESPONSIBLE OFFICER	BY WHEN
8.	General business (All)	<ul style="list-style-type: none"><li>• Cr Holstein - LVRC<ul style="list-style-type: none"><li>○ Cr Holstein thanked the committee for their support while she has been chair of the meetings and hope the support continues.</li></ul></li></ul>	NA	
		<ul style="list-style-type: none"><li>• Di Lewin – Friends of Lake Apex (FOLA)<ul style="list-style-type: none"><li>○ The next FOIA meeting will take place in June 2024.</li></ul></li></ul>	NA	

Documents Tabled: NA  
Meeting opened: 9.00am  
Meeting closed: 9.41am  
Next meeting: June 2024 – Date to be confirmed once Councillor portfolios have been allocated.

ECM:

**9. DEPUTATIONS/PRESENTATIONS**

*No Deputations/Presentations.*

**10. EXECUTIVE OFFICE REPORTS****10.1 Councillor Portfolios**

**Author:** Ian Church, Chief Executive Officer

**Responsible Officer:** Ian Church, Chief Executive Officer

**Purpose:**

The purpose of this report is to recommend the allocation of Portfolio responsibilities to the Mayor and Councillors.

**Officer's Recommendation:**

**THAT Council adopt the following Councillor Portfolio allocations:**

<b>Councillor</b>	<b>Portfolio</b>	<b>Organisational Group</b>
<b>Councillor Tanya Milligan (Mayor)</b>	<b>Civic Leadership and Regional Development</b> <ul style="list-style-type: none"> <li>• Civic Leadership and Advocacy</li> <li>• Media and Communications</li> <li>• Disaster Management</li> <li>• Regional Economic Development</li> <li>• Ex-officio other Portfolios and Committees</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Community and Regional Prosperity.</li> </ul>
<b>Councillor Chris Wilson (Deputy Mayor)</b>	<b>Corporate Services</b> <ul style="list-style-type: none"> <li>• Governance, Legal and Property</li> <li>• Organisational Development</li> <li>• Work Health and Safety</li> <li>• Customer Experience</li> <li>• Information Communication and Technology</li> <li>• Corporate Strategic Planning</li> <li>• Finance and Procurement</li> <li>• Audit and Risk</li> <li>• Community Engagement (excluding Sport and Recreation)</li> </ul>	<ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• People, Customer and Corporate Services</li> </ul>
<b>Councillor Michael Hagan</b>	<b>Infrastructure</b> <ul style="list-style-type: none"> <li>• Infrastructure Maintenance and Operations</li> <li>• Infrastructure Planning</li> <li>• Infrastructure Construction</li> <li>• Infrastructure Design</li> <li>• Fleet</li> <li>• Asset Management</li> </ul>	<ul style="list-style-type: none"> <li>• Infrastructure</li> </ul>
<b>Councillor David Neuendorf</b>	<b>Planning and Development</b> <ul style="list-style-type: none"> <li>• Strategic Land Use Planning</li> <li>• Planning Scheme</li> <li>• Development Assessment</li> <li>• Flood Mitigation</li> </ul>	<ul style="list-style-type: none"> <li>• Community and Regional Prosperity</li> </ul>

<b>Councillor Julie Reck</b>	<b>Liveability and the Circular Economy</b> <ul style="list-style-type: none"> <li>Libraries and Galleries</li> <li>Events</li> <li>Tourism/Visitor Information Centres</li> <li>Waste Management and the Circular Economy</li> </ul>	<ul style="list-style-type: none"> <li>Community and Regional Prosperity</li> <li>People, Customer and Corporate Services</li> </ul>	
<b>Councillor Cheryl Steinhardt</b>	<b>Environment and Regulatory Services</b> <ul style="list-style-type: none"> <li>Regulatory Services/Local Laws</li> <li>Environmental Health</li> <li>Building and Plumbing</li> <li>Environment and Pest Management</li> <li>Natural Resource Management</li> </ul>	<ul style="list-style-type: none"> <li>Community and Regional Prosperity</li> </ul>	
<b>Councillor Anthony Wilson</b>	<b>Sport and Recreation</b> <ul style="list-style-type: none"> <li>Parks and Gardens (including sporting fields)</li> <li>Cemeteries</li> <li>Facilities (Council owned including sporting structures)</li> <li>Sport and Recreation (including Community Development)</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive Officer</li> <li>Infrastructure</li> </ul>	

### Executive Summary

Council has, since 2008, adopted a Portfolio model of operating so that Councillors are able to focus on key strategic and functional areas within the organisation, and work closely with Council's Leadership Team. This approach allows workload and responsibilities to be shared and better managed.

### Proposal

The functional areas of Council as detailed in the Corporate Plan and Organisational Structure have been divided into distinct areas of focus, with the Councillor Portfolio linked to these as far as possible. Aligning the Portfolios in this manner will allow individual Councillors to work with the allocated organisational Group Manager.

These areas are outlined in the table below:

<b>Councillor</b>	<b>Portfolio</b>	<b>Organisational Group</b>
<b>Councillor Tanya Milligan (Mayor)</b>	<b>Civic Leadership and Regional Development</b> <ul style="list-style-type: none"> <li>Civic Leadership and Advocacy</li> <li>Media and Communications</li> <li>Disaster Management</li> <li>Regional Economic Development</li> <li>Ex-officio other Portfolios and Committees</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive Officer</li> <li>Community and Regional Prosperity.</li> </ul>
<b>Councillor Chris Wilson (Deputy Mayor)</b>	<b>Corporate Services</b> <ul style="list-style-type: none"> <li>Governance, Legal and Property</li> <li>Organisational Development</li> <li>Work Health and Safety</li> <li>Customer Experience</li> <li>Information Communication and Technology</li> <li>Corporate Strategic Planning</li> <li>Finance and Procurement</li> <li>Audit and Risk</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive Officer</li> <li>People, Customer and Corporate Services</li> </ul>

	<ul style="list-style-type: none"> <li>Community Engagement (excluding Sport and Recreation)</li> </ul>	
<b>Councillor Michael Hagan</b>	<b>Infrastructure</b> <ul style="list-style-type: none"> <li>Infrastructure Maintenance and Operations</li> <li>Infrastructure Planning</li> <li>Infrastructure Construction</li> <li>Infrastructure Design</li> <li>Fleet</li> <li>Asset Management</li> </ul>	<ul style="list-style-type: none"> <li>Infrastructure</li> </ul>
<b>Councillor David Neuendorf</b>	<b>Planning and Development</b> <ul style="list-style-type: none"> <li>Strategic Land Use Planning</li> <li>Planning Scheme</li> <li>Development Assessment</li> <li>Flood Mitigation</li> </ul>	<ul style="list-style-type: none"> <li>Community and Regional Prosperity</li> </ul>
<b>Councillor Julie Reck</b>	<b>Liveability and the Circular Economy</b> <ul style="list-style-type: none"> <li>Libraries and Galleries</li> <li>Events</li> <li>Tourism/Visitor Information Centres</li> <li>Waste Management and the Circular Economy</li> </ul>	<ul style="list-style-type: none"> <li>Community and Regional Prosperity</li> <li>People, Customer and Corporate Services</li> </ul>
<b>Councillor Cheryl Steinhardt</b>	<b>Environment and Regulatory Services</b> <ul style="list-style-type: none"> <li>Regulatory Services/Local Laws</li> <li>Environmental Health</li> <li>Building and Plumbing</li> <li>Environment and Pest Management</li> <li>Natural Resource Management</li> </ul>	<ul style="list-style-type: none"> <li>Community and Regional Prosperity</li> </ul>
<b>Councillor Anthony Wilson</b>	<b>Sport and Recreation</b> <ul style="list-style-type: none"> <li>Parks and Gardens (including sporting fields)</li> <li>Cemeteries</li> <li>Facilities (Council owned including sporting structures)</li> <li>Sport and Recreation (including Community Development)</li> </ul>	<ul style="list-style-type: none"> <li>Chief Executive Officer</li> <li>Infrastructure</li> </ul>

#### Previous Council Resolutions

Ordinary Meeting of Council – 22 April 2020 (Resolution No 20-24/0017).

#### **Strategic Implications**

##### Corporate Plan

Lockyer Leadership and Council – Provide leadership and contemporary management systems that drive a coordinated and connected organisation.

##### Finance and Resource

There are no additional financial implications in adopting a Portfolio model for Councillors.

##### Legislation and Policy

The Portfolio model has no legislative authority but assists Councillors in the division of responsibility and workload. Any identified policy implications which may arise will be addressed through the appropriate channels.



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Risk Management

Corporate Risk Categories– Reputational (R1) and Stakeholder (Political – P1)

Consultation

*Internal Consultation*

The appointment of Councillors to Portfolio areas has been discussed with the Mayor and Councillors, the Chief Executive Officer and Group Managers.

**Attachments**

There are no attachments for this report.

## 10.2

**Councillor Representation on Committees and Groups**

**Author:** Ian Church, Chief Executive Officer

**Responsible Officer:** Ian Church, Chief Executive Officer

**Purpose:**

The purpose of this report is to recommend the appointment of Councillors as representatives on both internal Advisory Committees and external Committees/Groups.

**Officer's Recommendation:**

**THAT Council appoint the following Councillor representatives to the respective Committees and Groups:**

<b>Committee or Group</b>	<b>Proposed Representative</b>
Lockyer Valley Tourism and Development Association 2 representatives	Councillor Reck Councillor XXX
Lockyer Valley Crime Stoppers Committee 2 representatives	Councillor Milligan Councillor XXX
Lockyer Valley Rural Fire Brigade Group 1 representative	Councillor Milligan
Lockyer Valley Rural Fire Area Finance Committee 1 representative	Councillor C Wilson
Lake Apex Community Advisory Committee 2 representatives	Councillor Steinhardt Councillor A Wilson
SEQ Water/Healthy Waterways Catchment Group 1 representative	Councillor Steinhardt
Cahill Park Cluster Group Committee 1 representative	Councillor A Wilson
Council of Mayors (SEQ) Resilient Rivers Taskforce 1 representative 1 proxy	Councillor Steinhardt Councillor XXX (Proxy)
Together 4341 1 representative	Councillor Reck
Laidley Recreation Reserve Committee 1 representative	Councillor A Wilson
Das Neumann Haus Committee 1 representative	Councillor Reck
Laidley Pioneer Village 1 representative	Councillor Reck
Gatton Historical Society 1 representative	Councillor Reck
Lockyer Valley Traffic Safety Working Group 1 representative	Councillor Hagan
Regional Road and Transport Group 1 representative	Councillor Hagan
Lockyer Valley Growers Association 1 representative	Councillor Milligan
Ipswich and West Moreton Regional Development Australia	Councillor A Wilson

1 representative	
Southeast Queensland Regional Plan 1 representative	Councillor Neuendorf
Lockyer Valley and Somerset Water Collaborative 1 representative 1 proxy	Councillor Milligan Councillor XXX (Proxy)
Lockyer Valley Racing and Equine Collaborative 1 representative	Councillor Milligan
Darling Downs Moreton Rabbit Board 1 representative	Councillor Steinhardt
Council of Mayors (SEQ) Economic Development Working Group 1 representative	Councillor Milligan
Council of Mayors (SEQ) Waste Management Working Group 1 representative	Councillor Reck
Friends of the Cemeteries Group 1 representative	Councillor A Wilson
Community Grants Review Committee 2 representatives	Councillor Milligan Councillor A Wilson
Disaster Recovery Committee 1 chair	Councillor Hagan
Information Communication Technology Steering Committee 1 representative	Councillor C Wilson
Regional Arts Development Fund Committee 1 chair 1 representative	Councillor Reck Councillor XXX
Gatton Showgrounds User Group 2 representatives	Councillor A Wilson Councillor XXX

### Executive Summary

A number of internal Committees require Councillor representation in addition to external Committees/Groups which have identified a need for representation from Council. Generally, these appointments are made by resolution of Council at the commencement of each term and will be subject to review by Council throughout the term.

### Proposal

Each of the Committees/Groups noted in the table following should be reasonably self-explanatory in terms of their function and purpose, except "Together 4341", which is a Youth Development Group. Cr Hagan has been a previous representative on this Group. However, should Councillors have any questions please do not hesitate to ask. Once the appointments have been confirmed by Council each external Committee/Group will be notified and meeting schedules resolved with the individual Councillor representative.

Please note that the table excludes the following:

- Audit and Risk Management Committee as this is the subject of a separate report included in this agenda.

- Withcott, Murphys Creek and Forest Hill Progress Associations as previously it was open for all Councillors to attend. However specific Councillor representatives can be included in the resolution now or in the future should Council so desire.
- Junction View Pest Management Group as advice has been received that this Group is no longer active.
- Spring Bluff as Council has resolved to exit from the Trust.
- Bringing Employers and Schools Together (BEST) as advice has been received that this Group is no longer active.
- Liquor Industry Action Group as advice has been received that this Group is no longer active.
- Lockyer Valley Community Centre as advice has been received that this Group is no longer active.

The proposed Councillor representatives outlined in the table below have been matched to the Portfolio allocations where applicable as well historical representations where identified.

Committee or Group	Proposed Representative
Lockyer Valley Tourism and Development Association 2 representatives	Councillor Reck Councillor XXX
Lockyer Valley Crime Stoppers Committee 2 representatives	Councillor Milligan Councillor XXX
Lockyer Valley Rural Fire Brigade Group 1 representative	Councillor Milligan
Lockyer Valley Rural Fire Area Finance Committee 1 representative	Councillor C Wilson
Lake Apex Community Advisory Committee 2 representatives	Councillor Steinhardt Councillor A Wilson
SEQ Water/Healthy Waterways Catchment Group 1 representative	Councillor Steinhardt
Cahill Park Cluster Group Committee 1 representative	Councillor A Wilson
Council of Mayors (SEQ) Resilient Rivers Taskforce 1 representative 1 proxy	Councillor Steinhardt Councillor XXX (Proxy)
Together 4341 1 representative	Councillor Reck
Laidley Recreation Reserve Committee 1 representative	Councillor A Wilson
Das Neumann Haus Committee 1 representative	Councillor Reck
Laidley Pioneer Village 1 representative	Councillor Reck
Gatton Historical Society 1 representative	Councillor Reck
Lockyer Valley Traffic Safety Working Group 1 representative	Councillor Hagan
Regional Road and Transport Group 1 representative	Councillor Hagan
Lockyer Valley Growers Association 1 representative	Councillor Milligan
Ipswich and West Moreton Regional Development Australia 1 representative	Councillor A Wilson

Committee or Group	Proposed Representative
Southeast Queensland Regional Plan 1 representative	Councillor Neuendorf
Lockyer Valley and Somerset Water Collaborative 1 representative 1 proxy	Councillor Milligan Councillor XXX (Proxy)
Lockyer Valley Racing and Equine Collaborative 1 representative	Councillor Milligan
Darling Downs Moreton Rabbit Board 1 representative	Councillor Steinhardt
Council of Mayors (SEQ) Economic Development Working Group 1 representative	Councillor Milligan
Council of Mayors (SEQ) Waste Management Working Group 1 representative	Councillor Reck
Friends of the Cemeteries Group 1 representative	Councillor A Wilson
Community Grants Review Committee 2 representatives	Councillor Milligan Councillor A Wilson
Disaster Recovery Committee 1 chair	Councillor Hagan
Information Communication Technology Steering Committee 1 representative	Councillor C Wilson
Regional Arts Development Fund Committee 1 chair 1 representative	Councillor Reck Councillor XXX
Gatton Showgrounds User Group 2 representatives	Councillor A Wilson Councillor XXX

#### Previous Council Resolutions

Ordinary Meeting 20 May 2020 (Resolution No 20-24/0030).

#### Critical Dates

Endorsement of the Councillor representatives to the Committees and Groups outlined in this report enable Councillors to commence their representative roles at upcoming meetings.

#### **Strategic Implications**

##### Corporate Plan

Lockyer Community - Lockyer Leadership and Council – Provide leadership and contemporary management systems that drive a coordinated and connected organisation.

##### Finance and Resource

There are no additional financial implications in relation to matters raised in this report. Budget implications will continue to be addressed through existing allocations to support Councillors to undertake their duties.

##### Legislation and Policy

The *Local Government Act 2009* and the *Local Government Regulation 2012* provide the basis for Advisory Committees to Council and for all Council representation on external and statutory bodies as required for the ongoing business of Council.

Any identified policy implications which may arise will be addressed through the appropriate channels.

Risk Management

Corporate Risk Categories– Reputational (R1) and Stakeholder (Political – P1)

Consultation

*Internal Consultation*

The Mayor and Councillors have been engaged in determining the proposed Councillor representation.

*External Consultation*

As noted above the respective external Committees/Groups will be notified of the Councillor representative once resolved by Council.

**Attachments**

There are no attachments for this report.

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**10.3****Councillor Appointments - Audit and Risk Management Committee**

**Author:** Madonna Brennan, Risk, Audit and Corporate Planning Advisor  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Purpose:**

The purpose of this report is to appoint the Councillor Members to Council's Audit and Risk Management Committee (ARMC).

**Officer's Recommendation:**

**THAT Council, in accordance with the Audit and Risk Management Committee Charter, appoint:**

- 1. Councillor Chris Wilson and Councillor XXXXXXX as the Councillor Members on Council's Audit and Risk Management Committee.**
- 2. Councillor XXXXXXX as the Proxy Member on the Audit and Risk Management Committee, to attend meetings in the absence of an appointed Councillor Member.**

**Executive Summary**

The Audit and Risk Management Committee (ARMC) is an advisory committee of Council and is required in accordance with Section 105 of the *Local Government Act 2009*. The ARMC's primary responsibility is to provide independent assurance to Council on its risk, internal control and compliance frameworks, and to ensure Council meets its legislative requirements regarding external accountability responsibilities.

The current membership of the ARMC comprises two Councillor members and three independent members, with one of the independent members appointed as the Chair. Previously the two Councillor members were the Deputy Mayor and the Councillor with the portfolio containing the financial services function.

**Proposal**

With the election of a new Council, the Councillor members on the ARMC are required to be determined and appointed. To enable this appointment to occur in accordance with the ARMC Charter, Council will need to select two Councillor members and a proxy member.

There are no specific Councillor role or portfolio alignments identified in the ARMC Charter, however member skills, qualifications and attributes are outlined as follows:

- The members of the ARMC, collectively, will have a broad range of skills and experience relevant to the operations of Council.
- At least one member of the ARMC shall have accounting or related financial management experience, with an understanding of accounting and auditing standards in a public-sector environment.
- Members should possess strong business acumen and management skills, a high level of understanding of best practice internal controls, risk management and corporate governance.
- It is desirable for members to possess a sound knowledge of information systems and emerging technology.
- An inquiring attitude, objectivity, sense of probity and ethical conduct are attributes sought in ARMC members.

This report is presented to Council to enable the Councillor member appointments to occur at the Council Meeting.

Previous Council Resolutions

Ordinary Meeting Wednesday 20 May 2020 (Resolution No 20-24/0030).

Critical Dates

To ensure Council can deliver the current meeting schedule for the Audit and Risk Management Committee, Councillor Members will need to be appointed at this meeting.

**Strategic Implications**Corporate Plan

Lockyer Leadership and Council – Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values.

Finance and Resource

There are no additional financial implications in relation to the matters raised in this report. Budget implications will continue to be addressed through existing allocations to support Councillor to undertake their duties.

Legislation and Policy

Section 105 of the *Local Government Act 2009* requires Council to establish an Audit Committee and Section 210 of the *Local Government Regulation 2012* sets out the required framework for operation of the Audit Committee. The ARMC Charter has been developed in accordance with the legislative framework and outlines the role, responsibilities, composition and operating guidelines of the ARMC.

This report and recommendation align with the ARMC Charter.

Risk Management

Key Corporate Risk Code and Category: FE2 – Finance and Economic.

Key Corporate Risk Descriptor: Decision making governance, due diligence, accountability and sustainability.

Consultation*Portfolio Councillor Consultation*

Councillors were briefed on the requirements and purpose of the Audit and Risk Management Committee as part of the Councillor Onboarding and Induction Program.

**Attachments**

There are no attachments for this report.



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**10.4 Nomination of Election of LGAQ Electoral District Representative****Author:** Ian Church, Chief Executive Officer**Responsible Officer:** Ian Church, Chief Executive Officer

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**Purpose:**

The purpose of this report is to consider whether Council nominates a representative to the Local Government Association of Queensland's (LGAQ) Policy Executive.

**Officer's Recommendation:****THAT Council resolve to:**

- 1. Write to the Local Government Association of Queensland (LGAQ) expressing disappointment regarding the lack of progress on the supported 2021 LGAQ resolution and urging meaningful action to address the representation issue.**
- 2. As an interim measure, communicate with Ipswich City Council, seeking them to engage routinely with Lockyer Valley, Somerset and Scenic Rim Regional Councils, to ensure comprehensive representation of the Western sub-regional groups views at LGAQ Policy Executive meetings.**

**Executive Summary**

The LGAQ Policy Executive is tasked with appointing LGAQ Directors and the CEO, approving the annual budget and determining the implementation of LGAQ objectives. For the purpose of determining representation on the Policy Executive, the State is divided into 12 districts, with Lockyer Valley Regional Council falling into the Western sub-regional group of District number 2. The other members of this group are Ipswich City Council, (ICC), Somerset (SRC) and Scenic Rim (SRRC) Regional Councils. One representative is required for the Western sub-regional group and should there be more than one nominee a ballot is required. For the purposes of a ballot ICC has 8 votes and the other Councils 2 each, totalling 6 between them. This means that should Ipswich nominate a representative they will have a majority of votes.

**Proposal**

At their post-election meeting ICC resolved to nominate a representative on the Policy Executive. As a result, it is likely that the ICC nominee will be the representative for District 2, Western sub-regional group.

Lockyer, Somerset and Scenic Rim sought to rectify this inequity whereby smaller population regional Councils could never be successful with representation when ICC nominates, with the following motion submitted to the 2021 LGAQ conference:

*THAT the LGAQ Constitution regarding Policy Executive Districts is reviewed to ensure equitable representation, particularly for Councils with smaller populations.*

At the 2021 LGAQ conference, Cr Helen Brieschke (SRC) moved the motion, which Cr Tanya Milligan (LVRC) seconded. The motion was supported by the room and carried.

The status of the Council motion, as reported on the LGAQ Congruent website, is that the Board and Policy Executive agreed that constitutionally it would be difficult to support any proposed changes, although it is noted that the resolution remains "In Progress."

**Previous Council Resolutions**

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THAT Council endorse the nomination of the Mayor, Councillor Tanya Milligan for election as District Representative to the Local Government Association of Queensland's Policy Executive for the period 2020 – 2024 representing Electoral District No. 2 (Western Region).

Moved By: Cr Wilson Seconded By: Cr Hagan

Resolution Number: 20-24/0004

CARRIED 7/0

### **Strategic Implications**

#### Corporate Plan

Lockyer Community – advocate on behalf of the community for access to services and facilities.

#### Finance and Resource

There are no specific finance or resource implications.

#### Legislation and Policy

As a member of the LGAQ the Policy Executive provides a mechanism for input into the organisations objectives.

#### Risk Management

Corporate Risk – (Reputation R1) and Stakeholder (Political P1)

#### Consultation

Mayor Milligan, Somerset Regional Council CEO and Scenic Rim Regional Council CEO.

### **Attachments**

[1](#) Email from LGAQ RE Policy Executive District Representatives 3 Pages

**From:** Alison Smith, LGAQ CEO <[alison\\_smith@lgaq.asn.au](mailto:alison_smith@lgaq.asn.au)>  
**Sent:** Tuesday, April 2, 2024 4:04 PM  
**To:** Ian Church <[IChurch@lvrc.qld.gov.au](mailto:IChurch@lvrc.qld.gov.au)>  
**Subject:** Election of the LGAQ Policy Executives District Representatives 2024-2028

Click [here](#) if you are having trouble viewing this message.



2 April 2024

Mr Ian Church  
Chief Executive Officer  
Lockyer Valley Regional Council  
PO Box 82  
GATTON QLD 4343  
Email: [ichurch@lvrc.qld.gov.au](mailto:ichurch@lvrc.qld.gov.au)

Dear Ian,

**ELECTION OF THE LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND'S  
(LGAQ) POLICY EXECUTIVE DISTRICT REPRESENTATIVES 2024-2028**

I am pleased to advise that in accordance with Rule 5.4 of the Association's Constitutions and Rules, nominations are now being called for the election of District Representatives to the Association's Executive for the period 2024 – 2028.

***Please note, this is not an election for Local Government District Associations. In many cases the District Local Government Association areas and the LGAQ Electoral Districts are not the same.***

Councils within an Electoral District are entitled to nominate candidates for election from amongst elected members of the Councils within their District. However, in the

case of the South-East District, Councils elect one representative per identified subregional area.

In the South-East District, if there is more than one nomination received in respect of any identified subregional grouping, an election by ballot will apply. In the South-East District, a "preferential" voting system will apply.

**Councils within the South-East District and within your sub-regional area:**

Northern Region	Moreton Bay, Sunshine Coast, Noosa
Southern Region	Gold Coast, Logan, Redland
Western Region	Ipswich, Lockyer, Scenic Rim, Somerset

Please also find attached:

- **Attachment 1A:** [Policy Executive Members Information Schedule](#)
- **Attachment 1B:** [LGAQ Corporate Governance Charter](#)
- **Attachment 1C:** [Fees, reimbursements and insurance](#)
- **Attachment 2:** [Nomination Form for your District](#)

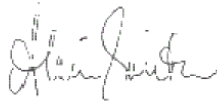
**PLEASE NOTE:**

- Nominations close at **12:00pm, Wednesday, 1 May 2024** and must be received by the Chief Executive Officer by that time through the **nominated email address: [returning\\_officer@lgaq.asn.au](mailto:returning_officer@lgaq.asn.au)**.
- If you intend to nominate a person, you are encouraged to have the matter considered at your Statutory Meeting following the Quadrennial Elections held on Saturday, 16 March 2024.
- A Ballot Paper (if necessary) will be sent to you immediately upon the close of nominations.

Members elected at this time take up their position in **June 2024** and, subject to the Rules, hold office until **June 2028**.

If you have any queries, please do not hesitate to call me.

Yours sincerely,



ALISON SMITH

Chief Executive Officer, Local Government Association of Queensland

Local Government Association of Queensland Ltd.  
PO Box 2230 Fortitude Valley BC QLD 4006  
**ABN** 11 010 883 293 **ACN** 142 783 917



Please [CLICK HERE](#) to update your communication preferences.

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25 Evelyn Street, Newstead, Brisbane Qld 4006

[ask@lgaq.asn.au](mailto:ask@lgaq.asn.au) · 1300 542 700

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**10.5 Superannuation for Councillors****Author:** Ian Church, Chief Executive Officer**Responsible Officer:** Ian Church, Chief Executive Officer

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**Purpose:**

The purpose of this report is to enable Council to determine superannuation arrangements for its Councillors in accordance with Section 226 of the *Local Government Act 2009*.

**Officer's Recommendation:****THAT Council:**

- 1. Participate in a superannuation scheme for its Councillors in accordance with Section 226 of the *Local Government Act 2009*.**
- 2. Make a contribution of 12% of ordinary earnings for all Councillors to a compliant scheme of the Councillor's choosing.**

**Executive Summary**

Under Section 226 of the *Local Government Act 2009* (LGA 2009), Council may take part in a superannuation scheme for its councillors. However, Council must not make contributions more than the proportion of salary that is payable by Council for its standard permanent employees under the LG scheme. The maximum benefit that can be contributed by Council is 12% which is in line with the benefit paid to permanent employees of Council.

**Proposal**

Councillors are not generally regarded as employees for taxation and superannuation purposes. This means that Council is not obliged to pay superannuation contributions for Councillors.

However, if Council unanimously resolve to be an eligible governing body under the *Taxation Administration Act 1953 (Commonwealth)* councillors are taken to be employees for the purpose of superannuation and superannuation guarantee contributions must be paid by Council. If Council chooses to elect this option individual councillors will not be able to claim any taxation deductions in respect of their personal superannuation contributions (provided their Council income is less than 10% of their total income).

The *LGA 2009* also provides Council with a range of options for providing superannuation support. Council can establish their own superannuation scheme, join with other local governments in establishing a joint scheme or simply take part as a contributing employer in an existing scheme.

It is also clearly outlined in the *LGA 2009* that the maximum level and basis of "employer" superannuation contributions for councillors is identical to that which applies to permanent employees. However, councillors who receive this level of support are not required to make a contribution from their own after-tax income but may choose to do so.

This report recommends that Council participate in a superannuation scheme for its Councillors in accordance with the Section 226 of the *LGA 2009* and contribute 12% of ordinary earnings for all Councillors to a compliant scheme of the Councillor's choosing.

**Previous Council Resolutions**

Ordinary Meeting of Council – 22 April 2020 (Resolution No 20-24/0016).

**Strategic Implications**Corporate Plan

Lockyer Leadership and Council – Compliant with legislation.

Finance and Resource

Budget implications will be addressed through existing allocations.

Legislation and Policy

*Section 226 of the Local Government Act 2009* outlines the statutory requirements for the super schemes for councillors.

It is recommended that Councillors seek independent financial advice to identify these superannuation arrangements and a compliant scheme that best meets their circumstances.

Risk Management

Corporate Risk Category – Legal Compliance and Liability (LCL1).

Consultation*Internal Consultation*

On adoption of the recommendation arrangements will be made with the relevant internal stakeholders for contributions to be made by Council to a scheme of the councillor's choosing.

**Attachments**

There are no attachments for this report.

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**10.6 Summary of Council Actual Performance v Budget - 31 March 2024**

**Author:** Dee Stewart, Coordinator Accounting Services; Kylie King, Financial Accountant  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Purpose:**

The purpose of this report is to provide Council with an update of Council's financial performance against budget for the financial year to 31 March 2024.

**Officer's Recommendation:**

**THAT Council receive and note the Summary of Council Actual Financial Performance versus Budget to 31 March 2024.**

**Executive Summary**

In accordance with Section 204 of the Local Government Regulation 2012, a financial report summarising the progress of Council's actual performance against budget is to be presented to Council. This report provides a summary of Council's financial performance against budget for the financial year to 31 March 2024.

At 31 March 2024, revenues and expenditures are both under target. Variations are mostly the result of timing differences and will be monitored closely over the coming months.

**Proposal**

Monthly reporting of Council's financial performance is a legislative requirement and reinforces sound financial management practices throughout the organisation. The following report provides a summary of Council's financial performance against budget to 31 March 2024.

**Operating Revenue** - Year to date target \$62.62 million actual \$61.34 million or 97.95%

At 31 March 2024, overall operating revenue for the year to date is below target.

Rates and Utility Charges (Gross) on target

The second rates levy for 2023/2024 was levied on 5 February 2024 with a due date of 6 March 2024. Rates will be closely monitored throughout the year regarding cash flow and overdue balances as well as whether growth targets are being achieved as forecast. 90.24% of the levy was collected as at 18 April 2024.

Charges and Fees over budget by \$0.45 million

The favourable variances in fees and charges relate predominately to higher than expected income from infrastructure charges (\$0.26 million) and waste disposal fees (\$0.08 million).

Interest over budget by \$0.60 million.

Interest income is over budget due to higher than expected cash balances and increasing interest rates.

Operating Grants and Subsidies under budget by \$1.65 million.

The unfavourable variance relates to a delay in funding for the SEQ City Deal Water Collaborative. There has been extra funding received for child care subsidies (\$0.12 million) and LLER Locally Led Economic Recovery Program (\$0.16 million).



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Operating Contributions and Donations under budget by \$1.23 million.

The unfavourable variance relates predominantly to Resilient Rivers projects unable to commence as originally forecasted due to delays in funding receipts. There is a corresponding underspend on goods and services for this funded project.

Other Revenue over budget by \$0.35 million.

The favourable variance in other revenue relates predominantly to settlement of insurance claims for items of fleet.

**Operating Expenditure** - Year to date target \$53.8 million actual \$49.46 million or 91.94%

Employee Costs on target

Employee costs are on target as at 31 March. However, there is an underspend of capitalised wages (\$0.33 million). The underspend on capital wages has been offset by vacant positions during the financial year.

Finance staff are reviewing the capture of capitalised wages to ensure wages are correctly costed to the capital program.

Goods and Services under budget by \$4.54 million

Variations are mostly due to timing differences across the board with the delivery of operational projects and contract delivery. The most significant underspends are Growth & Policy projects (\$0.35 million), Resilient Rivers projects (\$1.02 million), Asset management projects (\$0.30 million), Community Wellbeing projects (\$0.35 million) ICT projects (\$0.33 million) and Waste contracts (\$0.36 million).

Finance costs over budget by \$0.22 million

Finance costs are over budget due to the early repayment adjustment in relation to the repayment of the outstanding debt. This has been addressed in the budget amendment.

**Capital Project Expenditure** – Year to date target \$49.15 million actual \$45.83 million or 93.24%

At 31 March 2024, Council has expended \$45.83 million on its capital works program with a further \$8.72 million in committed costs for works currently in progress.

Council has spent \$35.28 million on the delivery of infrastructure projects with the main focus of the 2023/2024 capital works program being the restoration of flood damaged roads under the REPA program of works. The REPA program of works has a total budget of \$37.23 million for the 23/24 financial year with \$28.62 million spent as at 31 March 2024 with a further \$2.56 million committed. Additional detail is provided in the capital works program within the attachment.

### **Statement of Financial Position**

The Statement of Financial Position provides information on the breakdown of Council's assets and liabilities at a point in time. At 31 March 2024, Council had \$59.82 million in current assets compared to \$18.80 million in current liabilities with a ratio of 3.18:1. This means that for every dollar of current liability, there is \$3.18 in current assets to cover it.

### **Statement of Cash Flows**

The Statement of Cash Flows provides information on the amount of cash coming in and going out. As at 31 March 2024, there has been a net cash outflow of \$14.88 million with \$11.53 million inflow from operating activities, a net cash outflow of \$14.16 million from investing activities including capital revenue and expenditure and a net cash outflow of \$12.25 million for repayment of borrowings. The Statement of Cash Flows is important as it shows the real movement in Council's cash balances, as opposed to the accounting movements shown in the Statement of Income and Expenditure. Historically, to maintain adequate working capital, it is estimated that Council needs around \$15 million cash at any one time. This is in addition to cash that is constrained for specific purposes. As at 31 March, Council's cash balance was \$39.57 million.

Unexpended grant funds, which are restricted to be spent in accordance with the terms of the grant, are \$7.49 million. Council's outstanding debt at 31 March was \$0. This is following Council's decision, at the Council meeting held on the 20 December, 2023, to repay the full amount of outstanding debt.

### **Sustainability Measures**

The Local Government Sustainability Framework represents the Department's amended approach to working with Queensland Councils on sustainability challenges. It covers both financial and non-financial indicators. The revised Framework becomes effective for the reporting period commencing 1 July 2023. Council is required to calculate the financial sustainability measures as part the 2023/2024 financial statements and include them in the 2024/2025 budget process.

The new financial sustainability measures will be included in Council's monthly financial report. This is not a mandatory requirement of the new sustainability framework but it is good financial practice to do so.

Council has met or favourably exceeded targets set by the Department for the Lockyer Valley Regional Council. A summary of the new sustainability measures and graphical representation of Council's financial performance for each sustainability measure has been included as an attachment to this report.

### **Strategic Implications**

#### Corporate Plan

Leadership and Council Outcome:

- Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.
- Compliant with relevant legislation.

#### Finance and Resource

Monitoring of budgets and actuals will remain important if Council is to achieve the financial results adopted as part of the 2023-24 Budget

#### Legislation and Policy

In accordance with section 204 of the Local Government Regulation 2012, a financial report summarising the progress of Council's actual performance against budgeted performance is to be provided to Council.

#### Risk Management

Key Corporate Risk Category: FE2

Reference and Risk Description: Finance and Economic

#### Consultation

##### *Internal Consultation*

- Managers and Group Managers
- Finance Team
- Portfolio Councillor Consultation

### **Attachments**

- |                   |  |          |
|-------------------|--|----------|
| <a href="#">1</a> | Monthly Financial Report - March 2024  | 19 Pages |
| <a href="#">2</a> | Sustainability Indicators - March 2024 | 1 Page   |

**LOCKYER VALLEY REGIONAL COUNCIL**  
**Operating Revenue and Expenditure Dashboard**  
**For the Period Ending 31st March 2024**

**Operating Revenue (Cumulative)**



REVENUE TO DATE by Type	Rates and Utility Charges (Gross)	Discount	Charges and Fees	Interest	Operating Grants and Subsidies	Operating Contributions and Donations	Revenue - Contract/Recoverable Works	Other Revenue	Profit from Investments	Total
Actual	(47,583,843)	1,940,459	(6,164,704)	(2,509,024)	(3,450,605)	(376,490)	(583,456)	(2,071,455)	(541,800)	(61,340,918)
Budget	(47,359,540)	1,915,000	(5,718,724)	(1,905,229)	(5,104,554)	(1,609,500)	(570,000)	(1,720,575)	(550,000)	(62,623,121)
Variance	224,303	(25,459)	445,981	603,795	(1,653,949)	(1,233,010)	13,456	350,880	(8,200)	(1,282,204)
Target %	100.47%	101.33%	107.80%	131.69%	67.60%	23.39%	102.36%	120.39%	98.51%	97.95%
Movement to Prior Month Target %	→	→	↑	↑	→	↓	↓	→	→	→

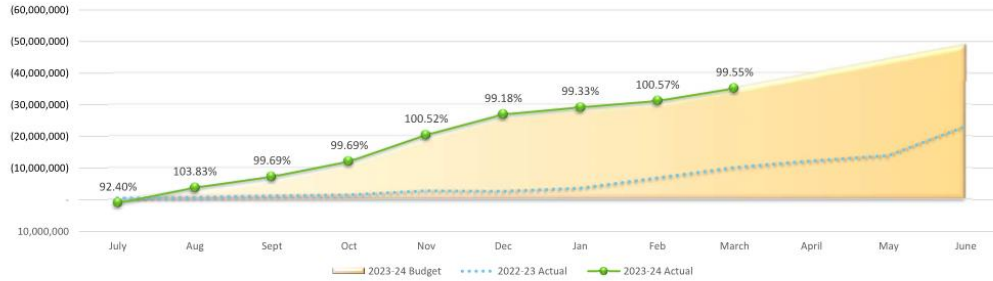
**Operating Expenditure (Cumulative)**



EXPENDITURE TO DATE by Type	Employee Costs	Goods and Services	Finance Costs	Depreciation	Total
Actual	22,198,619	16,284,941	622,555	10,356,026	49,462,140
Budget	22,136,056	20,826,262	402,199	10,435,584	53,800,102
Variance	(62,622)	(4,541,321)	(220,356)	(79,559)	(4,337,961)
Target %	100.28%	78.19%	154.79%	99.24%	91.94%
Movement to Prior Month Target %	→	↓	→	→	→

**LOCKYER VALLEY REGIONAL COUNCIL**  
**Capital Revenue and Expenditure Dashboard**  
**For the Period Ending 31st March 2024**

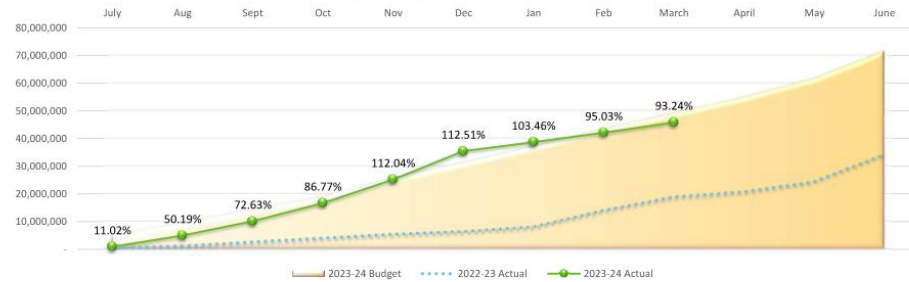
**Capital Revenue (Cumulative)**



REVENUE TO DATE by Type	Capital Grants, Subsidies and Contributions	Profit (Loss) on Disposal of Non Current Assets	Total
Actual	(35,125,627)	-	(35,125,627)
Budget	(35,285,533)	-	(35,285,533)
Variance	(159,907)	-	(159,907)
Target %	99.55%	-	99.55%
Movement to Prior Month Target %	→	→	→

Note: Graph above is reflecting capital grants and subsidies and developer contributed assets only

**Capital Expenditure (Cumulative)**



EXPENDITURE TO DATE by Group	People, Customer and Corporate Services	Executive Office	Infrastructure	Community and Regional Prosperity	Total
Actual	2,369,554	275,121	35,275,901	7,910,759	45,831,335
Budget	3,578,422	600,250	37,706,028	7,267,300	49,152,000
Target %	66.22%	45.83%	93.56%	108.85%	93.24%
Movement to Prior Month Target %	→	→	↑	→	↑

Lockyer Valley Regional Council (Whole Council)  
Statement of Comprehensive Income  
For the Period Ending March 2024

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	47,356,915	47,583,843	47,359,540	(224,303)	-0.47%
Discount	(1,915,000)	(1,940,459)	(1,915,000)	25,459	-1.33%
Charges and Fees	6,853,449	6,164,704	5,718,724	(445,981)	-7.80%
Interest	2,540,305	2,509,024	1,905,229	(603,795)	-31.69%
Operating Grants and Subsidies	17,951,148	3,450,605	5,104,554	1,653,949	32.40%
Operating Contributions and Donations	2,397,000	376,490	1,609,500	1,233,010	76.61%
Revenue - Contract/Recoverable Works	760,000	583,456	570,000	(13,456)	-2.36%
Other Revenue	2,253,913	2,071,455	1,720,575	(350,880)	-20.39%
Profit from Investments	1,805,837	541,800	550,000	8,200	1.49%
<b>Total Recurrent Revenue</b>	<b>80,003,567</b>	<b>61,340,918</b>	<b>62,623,121</b>	<b>1,282,204</b>	<b>2.05%</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	48,949,896	35,125,627	35,285,533	159,907	0.45%
Gain on Sale	81,465	118,445	61,099	(57,346)	-93.86%
<b>Total Revenue</b>	<b>129,034,928</b>	<b>96,584,989</b>	<b>97,969,753</b>	<b>1,384,764</b>	<b>1.41%</b>
Capital Income	-	-	-	-	0.00%
<b>Total Income</b>	<b>129,034,928</b>	<b>96,584,989</b>	<b>97,969,753</b>	<b>1,384,764</b>	<b>1.41%</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	30,189,516	22,198,619	22,136,056	(62,562)	-0.28%
Goods and Services	35,389,017	16,284,941	20,826,262	4,541,321	21.81%
Finance costs	437,799	622,555	402,199	(220,356)	-54.79%
Depreciation	13,914,112	10,356,026	10,435,584	79,559	0.76%
<b>Total Recurrent Expenses</b>	<b>79,930,444</b>	<b>49,462,140</b>	<b>53,800,102</b>	<b>4,337,961</b>	<b>8.06%</b>
Capital Expenses	-	1,451,829	-	(1,451,829)	0.00%
<b>Total Expenses</b>	<b>79,930,444</b>	<b>50,913,969</b>	<b>53,800,102</b>	<b>2,886,133</b>	<b>5.36%</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>73,123</b>	<b>11,878,778</b>	<b>8,823,020</b>	<b>(3,055,758)</b>	<b>-34.63%</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>49,104,484</b>	<b>45,671,021</b>	<b>44,169,652</b>	<b>(1,501,369)</b>	<b>-3.40%</b>

Lockyer Valley Regional Council (Executive Office)

Statement of Comprehensive Income

For Period Ending March 2024

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	37,593,721	37,720,521	37,596,221	(124,300)	(0.33)
Discount	(1,665,000)	(1,708,555)	(1,665,000)	43,555	(2.62)
Charges and Fees	314,529	247,134	235,897	(11,237)	(4.76)
Interest	2,507,305	2,449,374	1,880,479	(568,895)	(30.25)
Operating Grants and Subsidies	2,995,950	375,660	382,237	6,576	1.72
Revenue - Contract/Recoverable Works	-	1,228	-	(1,228)	-
Other Revenue	1,307,325	908,554	941,369	32,814	3.49
Profit from Investments	1,805,837	541,800	550,000	8,200	1.49
<b>Total Recurrent Revenue</b>	<b>44,859,667</b>	<b>40,535,716</b>	<b>39,921,202</b>	<b>(614,514)</b>	<b>(1.54)</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	517,317	226,882	517,317	290,435	56.14
Gain on Sale	-	-	-	-	-
<b>Total Revenue</b>	<b>45,376,984</b>	<b>40,762,598</b>	<b>40,438,519</b>	<b>(324,079)</b>	<b>(0.80)</b>
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>45,376,984</b>	<b>40,762,598</b>	<b>40,438,519</b>	<b>(324,079)</b>	<b>(0.80)</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	4,713,826	4,366,555	3,609,173	(757,382)	(20.98)
Goods and Services	2,666,562	1,078,843	2,008,359	929,517	46.28
Finance costs	386,043	571,790	353,043	(218,747)	(61.96)
Depreciation	12,145,019	9,224,344	9,108,764	(115,580)	(1.27)
<b>Total Recurrent Expenses</b>	<b>19,911,450</b>	<b>15,241,532</b>	<b>15,079,339</b>	<b>(162,193)</b>	<b>(1.08)</b>
Capital Expenses	-	-	-	-	-
<b>Total Expenses</b>	<b>19,911,450</b>	<b>15,241,532</b>	<b>15,079,339</b>	<b>(162,193)</b>	<b>(1.08)</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>24,948,217</b>	<b>25,294,185</b>	<b>24,841,863</b>	<b>(452,322)</b>	<b>(1.82)</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>25,465,534</b>	<b>25,521,067</b>	<b>25,359,180</b>	<b>(161,886)</b>	<b>(0.64)</b>

Lockyer Valley Regional Council (People, Customer and Corporate Services)

Statement of Comprehensive Income

For Period Ending March 2024

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	8,584,378	8,681,279	8,584,503	(96,776)	(1.13)
Discount	(250,000)	(231,903)	(250,000)	(18,097)	7.24
Charges and Fees	875,020	814,422	743,715	(70,707)	(9.51)
Interest	32,000	57,280	24,000	(33,280)	(138.67)
Operating Grants and Subsidies	374,450	384,290	362,450	(21,840)	(6.03)
Operating Contributions and Donations	62,000	62,581	62,000	(581)	(0.94)
Other Revenue	429,076	367,958	366,557	(1,401)	(0.38)
<b>Total Recurrent Revenue</b>	<b>10,106,924</b>	<b>10,135,907</b>	<b>9,893,225</b>	<b>(242,682)</b>	<b>(2.45)</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	463,416	463,416	463,416	0	0.00
Gain on Sale	-	(5,910)	-	5,910	-
<b>Total Revenue</b>	<b>10,570,340</b>	<b>10,593,413</b>	<b>10,356,641</b>	<b>(236,772)</b>	<b>(2.29)</b>
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>10,570,340</b>	<b>10,593,413</b>	<b>10,356,641</b>	<b>(236,772)</b>	<b>(2.29)</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	6,599,618	4,812,775	4,828,006	15,231	0.32
Goods and Services	11,660,382	7,547,328	8,532,823	985,494	11.55
Finance costs	43,856	43,830	43,231	(599)	(1.39)
Depreciation	554,872	200,732	416,154	215,423	51.77
<b>Total Recurrent Expenses</b>	<b>18,858,728</b>	<b>12,604,665</b>	<b>13,820,214</b>	<b>1,215,549</b>	<b>8.80</b>
Capital Expenses	-	-	-	-	-
<b>Total Expenses</b>	<b>18,858,728</b>	<b>12,604,665</b>	<b>13,820,214</b>	<b>1,215,549</b>	<b>8.80</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>(8,751,804)</b>	<b>(2,468,757)</b>	<b>(3,926,989)</b>	<b>(1,458,231)</b>	<b>37.13</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>(8,288,388)</b>	<b>(2,011,251)</b>	<b>(3,463,573)</b>	<b>(1,452,321)</b>	<b>41.93</b>

Lockyer Valley Regional Council (Community and Regional Prosperity)  
Statement of Comprehensive Income  
For Period Ending March 2024

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	314,676	317,902	314,676	(3,226)	(1.03)
Charges and Fees	5,306,100	4,830,158	4,470,762	(359,396)	(8.04)
Interest	1,000	2,369	750	(1,619)	(215.91)
Operating Grants and Subsidies	8,526,957	1,493,549	2,990,640	1,497,091	50.06
Operating Contributions and Donations	2,335,000	288,307	1,547,500	1,259,193	81.37
Revenue - Contract/Recoverable Works	-	662	-	(662)	-
Other Revenue	46,259	55,324	35,459	(19,865)	(56.02)
<b>Total Recurrent Revenue</b>	<b>16,529,992</b>	<b>6,988,272</b>	<b>9,359,787</b>	<b>2,371,515</b>	<b>25.34</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	34,000	-	34,000	34,000	100.00
Gain on Sale	-	-	-	-	-
<b>Total Revenue</b>	<b>16,563,992</b>	<b>6,988,272</b>	<b>9,393,787</b>	<b>2,405,515</b>	<b>25.61</b>
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>16,563,992</b>	<b>6,988,272</b>	<b>9,393,787</b>	<b>2,405,515</b>	<b>25.61</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	7,492,268	5,506,909	5,464,313	(42,596)	(0.78)
Goods and Services	14,594,750	3,026,789	5,312,235	2,285,446	43.02
Finance costs	7,900	6,867	5,925	(942)	(15.90)
Depreciation	27,603	20,578	20,702	124	0.60
<b>Total Recurrent Expenses</b>	<b>22,122,521</b>	<b>8,561,143</b>	<b>10,803,175</b>	<b>2,242,032</b>	<b>20.75</b>
Capital Expenses	-	-	-	-	-
<b>Total Expenses</b>	<b>22,122,521</b>	<b>8,561,143</b>	<b>10,803,175</b>	<b>2,242,032</b>	<b>20.75</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>(5,592,529)</b>	<b>(1,572,872)</b>	<b>(1,443,389)</b>	<b>129,483</b>	<b>(8.97)</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>(5,558,529)</b>	<b>(1,572,872)</b>	<b>(1,409,389)</b>	<b>163,483</b>	<b>(11.60)</b>



Lockyer Valley Regional Council (Infrastructure)  
Statement of Comprehensive Income  
For Period Ending March 2024

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Rates and Utility Charges (Gross)	864,140	864,140	864,140	-	-
Charges and Fees	357,800	272,990	268,350	(4,641)	(1.73)
Operating Grants and Subsidies	6,053,791	1,181,304	1,369,228	187,924	13.72
Operating Contributions and Donations	-	25,602	-	(25,602)	-
Revenue - Contract/Recoverable Works	760,000	581,566	570,000	(11,566)	(2.03)
Other Revenue	471,253	739,618	377,190	(362,428)	(96.09)
<b>Total Recurrent Revenue</b>	<b>8,506,984</b>	<b>3,665,219</b>	<b>3,448,908</b>	<b>(216,312)</b>	<b>(6.27)</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	12,958,895	6,701,282	6,670,800	(30,482)	(0.46)
Gain on Sale	81,465	124,355	61,099	(63,256)	(103.53)
<b>Total Revenue</b>	<b>21,547,344</b>	<b>10,490,857</b>	<b>10,180,806</b>	<b>(310,050)</b>	<b>(3.05)</b>
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>21,547,344</b>	<b>10,490,857</b>	<b>10,180,806</b>	<b>(310,050)</b>	<b>(3.05)</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	11,383,803	7,040,634	8,234,565	1,193,931	14.50
Goods and Services	6,467,323	4,227,017	4,972,845	745,828	15.00
Finance costs	-	68	-	(68)	-
Depreciation	1,186,618	910,372	889,963	(20,408)	(2.29)
<b>Total Recurrent Expenses</b>	<b>19,037,744</b>	<b>12,178,091</b>	<b>14,097,374</b>	<b>1,919,283</b>	<b>13.61</b>
Capital Expenses	-	1,451,829	-	(1,451,829)	-
<b>Total Expenses</b>	<b>19,037,744</b>	<b>13,629,919</b>	<b>14,097,374</b>	<b>467,454</b>	<b>3.32</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>(10,530,760)</b>	<b>(8,512,871)</b>	<b>(10,648,466)</b>	<b>(2,135,595)</b>	<b>20.06</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>2,509,600</b>	<b>(3,139,063)</b>	<b>(3,916,567)</b>	<b>(777,505)</b>	<b>19.85</b>

Lockyer Valley Regional Council (2021/2022 Flood Events)

Statement of Comprehensive Income

For Period Ending March 2024

	Current Annual Budget	Actuals YTD	Budget YTD	Variance Amount YTD	Variance % YTD
<b>Income</b>					
<b>Revenue</b>					
<b>Recurrent Revenue</b>					
Operating Grants and Subsidies	118,000	15,803	118,000	102,197	86.61
<b>Total Recurrent Revenue</b>	<b>118,000</b>	<b>15,803</b>	<b>118,000</b>	<b>102,197</b>	<b>86.61</b>
<b>Capital Revenue</b>					
Capital Grants, Subsidies and Contributions	43,376,268	32,903,687	32,600,000	(303,687)	(0.93)
Gain on Sale	-	-	-	-	-
<b>Total Revenue</b>	<b>43,494,268</b>	<b>32,919,490</b>	<b>32,718,000</b>	<b>(201,490)</b>	<b>(0.62)</b>
Capital Income	-	-	-	-	-
<b>Total Income</b>	<b>43,494,268</b>	<b>32,919,490</b>	<b>32,718,000</b>	<b>(201,490)</b>	<b>(0.62)</b>
<b>Expenses</b>					
<b>Recurrent Expenses</b>					
Employee Costs	96,000	471,304	72,000	(399,304)	(554.59)
Goods and Services	22,000	333,445	14,920	(318,525)	(2,134.89)
<b>Total Recurrent Expenses</b>	<b>118,000</b>	<b>804,749</b>	<b>86,920</b>	<b>(717,829)</b>	<b>(825.85)</b>
Capital Expenses	-	-	-	-	-
<b>Total Expenses</b>	<b>118,000</b>	<b>804,749</b>	<b>86,920</b>	<b>(717,829)</b>	<b>(825.85)</b>
<b>Net Recurrent Result/Operating Surplus/(Deficit)</b>	<b>-</b>	<b>(788,946)</b>	<b>31,080</b>	<b>820,026</b>	<b>2,638.43</b>
<b>NET RESULT AFTER CAPITAL ITEMS</b>	<b>43,376,268</b>	<b>32,114,741</b>	<b>32,631,080</b>	<b>516,339</b>	<b>1.58</b>

**LOCKYER VALLEY REGIONAL COUNCIL**  
**Statement of Cash Flows**  
**For the Period Ending 31 March, 2024**

	<b>2023-2024 Annual Budget</b>	<b>2023-2024 YTD Actuals</b>
<b><u>Cash flows from operating activities:</u></b>		
<b><u>Receipts</u></b>		
Receipts from customers	78,860,000	54,262,629
Dividend received	-	541,800
Interest received	2,540,000	2,509,024
<b><u>Payments</u></b>		
Payments to suppliers and employees	(69,051,000)	(45,489,224)
Interest expense	(295,000)	(292,128)
<b>Net cash inflow (outflow) from operating activities</b>	<b>12,054,000</b>	<b>11,532,100</b>
<b><u>Cash flows from investing activities:</u></b>		
Capital grants, subsidies and contributions	48,950,000	30,796,178
Payments for property, plant and equipment	(71,498,000)	(45,889,963)
Payments for investment property	-	-
Net transfer (to) from cash investments	1,174,000	-
Proceeds from sale of property plant and equipment	302,000	931,798
<b>Net cash inflow (outflow) from investing activities</b>	<b>(21,072,000)</b>	<b>(14,161,986)</b>
<b><u>Cash flows from financing activities:</u></b>		
Repayment of borrowings	(12,247,000)	(12,247,303)
Proceeds from borrowings	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>(12,247,000)</b>	<b>(12,247,303)</b>
<b>Net increase (decrease) in cash and cash equivalents held</b>	<b>(21,265,000)</b>	<b>(14,877,190)</b>
Cash and cash equivalents at beginning of the financial year	55,430,000	54,445,494
<b>Cash and cash equivalents at end of the financial year</b>	<b>34,165,000</b>	<b>39,568,305</b>

**LOCKYER VALLEY REGIONAL COUNCIL**  
**STATEMENT OF FINANCIAL POSITION**  
**As at 31 March, 2024**

	2023-2024 Annual Budget	2023-2024 YTD Actual
<b><u>Current Assets</u></b>		
Cash assets and cash equivalents	34,165,000	25,568,305
Cash investments	-	14,000,000
Trade and other receivables	11,168,000	7,964,799
Inventories	592,000	864,849
Contract Receivable	-	11,417,441
<b>Total Current Assets</b>	<b>45,925,000</b>	<b>59,815,393</b>
<b><u>Non Current Assets</u></b>		
Trade and other receivables	14,735,000	14,734,969
Equity investments	34,723,000	34,090,544
Investment properties	1,782,000	1,781,664
Property, plant and equipment	792,129,000	767,531,123
Intangible assets	62,000	66,849
<b>Total Non Current Assets</b>	<b>843,431,000</b>	<b>818,205,149</b>
<b>TOTAL ASSETS</b>	<b>889,356,000</b>	<b>878,020,542</b>
<b><u>Current Liabilities</u></b>		
Trade and other payables	16,651,000	6,084,428
Provisions	10,588,000	10,831,233
Borrowings	-	-
Contract Liability Grants	-	1,883,323
<b>Total Current Liabilities</b>	<b>27,239,000</b>	<b>18,798,984</b>
<b><u>Non Current Liabilities</u></b>		
Provisions	43,904,000	44,009,549
Borrowings	-	-
<b>Total Non Current Liabilities</b>	<b>43,904,000</b>	<b>44,009,549</b>
<b>TOTAL LIABILITIES</b>	<b>71,143,000</b>	<b>62,808,533</b>
<b>NET COMMUNITY ASSETS</b>	<b>818,214,000</b>	<b>815,212,009</b>
<b><u>Community Equity</u></b>		
Retained surplus (deficiency)	461,909,700	447,604,240
Asset revaluation surplus	356,231,000	352,035,529
Reserves	-	3,693,463
Current Surplus/(Deficit)	73,300	11,878,778
<b>TOTAL COMMUNITY EQUITY</b>	<b>818,214,000</b>	<b>815,212,009</b>

LOCKYER VALLEY REGIONAL COUNCIL  
For Period Ended March, 2024

CAPITAL WORKS PROGRAM SUMMARY

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget
<b>INFRASTRUCTURE</b>					
Camping Grounds	266,021	47,230	131,908	179,138	86,883
Capital Program Delivery	7,946,800	2,988,304	2,692,505	5,680,809	2,265,991
Cemetery	163,000	117,705	1,840	119,545	43,455
DRFA New Event - REPA	37,226,268	28,619,274	2,564,526	31,183,800	6,042,468
Facilities	2,662,875	837,641	271,858	1,109,499	1,553,376
Fleet	5,514,992	2,546,355	1,989,033	4,535,388	979,604
Parks & Open Spaces	340,550	119,392	143,478	262,870	77,680
Total for Group	\$ 54,120,506	\$ 35,275,901	\$ 7,795,148	\$ 43,071,049	\$ 11,049,458

PEOPLE AND BUSINESS PERFORMANCE

Governance and Property	598,718	118,502	23,010	141,512	457,206
Information Communication Technology	437,206	197,344	26,625	223,969	213,237
Public Order & Safety	151,000	1,710	49,836	51,546	99,454
Transfer Stations	2,796,256	2,051,997	60,342	2,112,339	683,917
Waste Disposal	125,000	-	-	-	125,000
Total for Group	\$ 4,108,180	\$ 2,369,554	\$ 159,812	\$ 2,529,366	\$ 1,578,814

COMMUNITY AND REGIONAL PROSPERITY

Community Events	70,000	96,290	8,924	105,214	(35,214)
Community Wellbeing	7,000	6,359	-	6,359	641
Growth & Policy	149,000	3,500	30,706	34,206	114,794
Regional Development	3,613,096	2,634,969	3,750	2,638,719	974,377
Tourism Initiatives	350,000	-	-	-	350,000
Voluntary Home Buy Back	8,400,000	5,169,641	448,445	5,618,086	2,781,914
Total for Group	\$ 12,589,096	\$ 7,910,759	\$ 491,825	\$ 8,402,584	\$ 4,186,512

EXECUTIVE OFFICE

Disaster Management	679,790	275,121	276,895	552,016	127,774
Total for Group	\$ 679,790	\$ 275,121	\$ 276,895	\$ 552,017	\$ 127,773
Total for Council	\$ 71,497,572	\$ 45,831,335	\$ 8,723,681	\$ 54,555,016	\$ 16,942,556

LOCKYER VALLEY REGIONAL COUNCIL  
For Period Ended March, 2024

CAPITAL WORKS PROGRAM

INFRASTRUCTURE

Cost Centre: Parks & Open Spaces  
Program: Parks and Open Spaces Projects

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
Anzac Park Works and Shade Sail	80,000	-	59,380	59,380	20,620	-	80,000	100	75	Shade sail to be installed in couple of weeks.
BBQ Replacement Upper Grantham Parklands	16,500	10,402	-	10,402	6,098	-	16,500	Not applicable	100	
Jean Biggs Design for Park Upgrade	24,000	-	9,350	9,350	14,650	-	24,000	30	0	
Jean Biggs Disability Parking	28,000	27,740	-	27,740	260	-	28,000	100	100	
Narda Lagoon BBQ Ins Repairs May Event	-	9,540	-	9,540	(9,540)	-	-	Not applicable	100	Budget to be included in Budget Review 2.
Park Entrance Statement Renewal	12,000	11,051	-	11,051	949	-	12,000	100	100	
Park Playground Surfacing Improvements	110,000	8,257	74,748	83,005	26,995	-	110,000	100	90	
Park Seating Renewal	22,550	16,881	-	16,881	5,669	-	22,550	100	100	
Park Table Setting Renewals	34,500	35,521	-	35,521	(1,021)	-	34,500	100	100	
Ropehill Comm Sport Cent Shade Shelter	13,000	-	-	-	13,000	-	13,000	Not applicable	0	Contribution to the Ropehill Community Centre.
<b>Parks and Open Spaces Projects Total</b>	<b>340,550</b>	<b>119,392</b>	<b>143,478</b>	<b>262,870</b>	<b>77,680</b>	<b>-</b>	<b>340,550</b>			

Cost Centre: Capital Program Delivery  
Program: Bridge Renewal Programme

Clarke's Bridge, Thornton (LRRG)	242,000	78,855	-	78,855	163,135	242,000	-	100	100	Budget underspend to go to PJ103335 Saturated Pavement Crowley Vale Rd(LRRG)
Mahon Bridge (RRP)								25	0	Early investigations for site survey, geotech and environmental completed, slight delay in the detailed design (DD) due to the closeout of prelin design options. DD due March – April. High Risk Species Management Plan has commenced and the procurement for the construction phase is underway.
Steinke's Bridge (LRRG)	1,000,000	297,727	459,493	757,220	242,780	1,000,000	-	100	100	
<b>Bridge Renewal Programme Projects Total</b>	<b>1,342,000</b>	<b>496,875</b>	<b>459,493</b>	<b>956,368</b>	<b>385,632</b>	<b>1,342,000</b>	<b>-</b>	<b>100</b>	<b>100</b>	

<b>Program: Future Design Works Programme</b>										
23/24 Culvert Renewal Program	-	45,189	10,445	55,634	(55,634)	-	-	90	Not applicable	Flagstone Creek concepts completed.
23/24 Floodway Renewal Program	-	1,352	-	1,352	(1,352)	-	-	80	Not applicable	
Biggs Road, Whitcott	-	66,770	5,370	72,139	(72,139)	-	-	95	Not applicable	Preliminary plans received.
Douglas McInnes Drive	-	57,085	13,459	70,544	(70,544)	-	-	85	Not applicable	Preliminary plans received and some minor additions required.
Footpath Missing Links - Fairway Drive	-	2,333	-	2,333	(2,333)	-	-	5	Not applicable	
Footpath Missing Links - Jones Road	-	1,161	-	1,161	(1,161)	-	-	20	Not applicable	
Future Design - Footpath Renewal	-	3,927	-	3,927	(3,927)	-	-	60	Not applicable	

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
<b>Future Project Design-Budget Only</b>	400,000	-	-	-	400,000	-	400,000	Not applicable	Not applicable	Design Budget Holding Project.
Gehike Road, Plainland	-	9,544	13,265	22,808	(22,808)	-	-	Not applicable	Not applicable	Final design with Urban Utilities for impact assessment.
John Street South, Laidley	-	58,626	7,426	66,052	(66,052)	-	-	94	Not applicable	
Jubilee Street, Gatton	-	8,229	1,260	9,489	(9,489)	-	-	10	Not applicable	
Laidley CBD Accessibility Review	-	88	-	88	(88)	-	-	11	Not applicable	
Lyne Road, Morton Vale	-	517	-	517	(517)	-	-	3	Not applicable	Scope development underway. Geotech and survey scheduled.
Mary Street, Laidley	-	8,442	1,260	9,702	(9,702)	-	-	5	Not applicable	
William St, Forest Hill (Future Design)	-	762	-	762	(762)	-	-	100	0	Design done in last FY, awaiting construction phase
<b>Future Design Works Programme Projects Total</b>	400,000	264,025	52,485	316,509	83,491	-	400,000			
<b>Program: Gravel Resheet Programme</b>	750,000	572,658	24,880	597,537	152,463	-	750,000	Not applicable	75	
Gravel Resheet Program for 23/24	750,000	572,658	24,880	597,537	152,463	-	750,000	Not applicable		
<b>Gravel Resheet Programme Projects Total</b>	750,000	572,658	24,880	597,537	152,463	-	750,000			
<b>Program: Other Infrastructure Projects</b>	100,000	54,063	-	54,063	45,937	-	100,000	Not applicable	0	
Bridge Improvements	25,000	17,298	687	17,985	7,015	-	25,000	0	100	Detail designs received from consultants and internal reviews underway.
Forest Avenue Drainage	440,000	211,555	78,988	290,543	149,457	-	440,000	80	Not applicable	Small amount of costs incurred in 23/24. Project substantially completed in 22/23.
Gatton Central Drainage Upgrade - Design	-	7,238	-	7,238	(7,238)	-	-	100	100	Concept plan completed and sent for review.
Gehike Road/Lorikeet Road (BS)	45,000	35,216	1,200	36,416	8,584	-	45,000	30	Not applicable	Construction works to take place in 24/25 financial year.
Lake Apex Car Park	184,000	356	-	356	183,644	-	184,000	0	0	Service locating and conflicts plans done.
Lockyer Creek Rd Heildon Profile (LRCA)	120,000	121,396	23,293	144,689	(24,689)	-	120,000	80	Not applicable	Construction works to take place in 24/25 financial year.
Postmans Ridge Road Rehab	130,000	356	-	356	129,644	-	130,000	0	0	Small amount of costs incurred in 23/24. Project substantially completed in 22/23.
Spa Water Rd Reconstruction (LRCA)	-	26,585	-	26,585	(26,585)	-	-	100	100	Purchase of 150CS is complete. Investigating the purchase of additional counters.
Spencer & Maitland (Black Spot 22/23)	30,000	11,538	522	12,060	17,940	-	30,000	Not applicable	90	Procurement documents underway. Some investigation work required before release to market.
Survey Equipment	200,000	53,711	182,882	236,593	(36,593)	-	200,000	20	Not applicable	
Tenthill Ropeley Rockside "hard" (TIDS)	1,274,000	539,373	287,572	826,885	447,115	-	314,000			
<b>Other Infrastructure Projects Projects Total</b>	200,000	53,711	182,882	236,593	(36,593)	-	200,000			
<b>Program: Pavement Renewal Programme</b>	200,000	24,985	7,391	32,376	167,624	140,760	59,240	100	Not applicable	IMS crews have completed the pavement widenings and laid the emulsion seal. Final seal to be completed as part of the bitumen resal program which is expected by end of March.
Edgeton Drive, Plainland (LRCA)	200,000	103,738	28,993	132,731	67,269	-	200,000	Not applicable	92	
Pavement Rehab A/C Replacement	80,000	64,055	53,563	117,617	(37,617)	80,000	-	100	70	Final bitumen seal to be done. Additional budget to come from P10330 Clarke's Bridge, Thornton (LRRC)
Ropehill Road, Upper Tenthill (LRCA)	400,800	429,758	149,308	579,066	(178,266)	400,800	-	100	85	
Saturated Pavement Crowley Vale Rd(LRRG)	880,800	622,555	239,255	861,790	19,010	621,560	259,240			
<b>Pavement Renewal Programme Projects Total</b>	880,800	622,555	239,255	861,790	19,010	621,560	259,240			

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
<b>Program: Pavement Widening Programme</b>										
Woodlands Rd (Schroeders Rd Bends) TIDS	1,600,000	260,472	250,239	510,711	1,089,289	750,000	850,000	100	15	Construction works began 11 April. Set to finish by the end of financial year.
<b>Pavement Widening Programme Projects Total</b>	<b>1,600,000</b>	<b>260,472</b>	<b>250,239</b>	<b>510,711</b>	<b>1,089,289</b>	<b>750,000</b>	<b>850,000</b>			
<b>Program: Seal Renewal Programme</b>										
23/24 Bitumen Reseal Program (RTI)	1,700,000	171,764	1,378,582	1,550,346	149,654	927,079	772,921	100	60	Works began in December 2023. Damage from Jan rain event to the prep works is underway. Approximately 60% complete with reveals to follow. Due April/May 2024.
<b>Seal Renewal Programme Projects Total</b>	<b>1,700,000</b>	<b>171,764</b>	<b>1,378,582</b>	<b>1,550,346</b>	<b>149,654</b>	<b>927,079</b>	<b>772,921</b>			
<b>Cost Centre: DRFA New Event - REPA</b>										
<b>Program: REPA Programme</b>										
DRFA - Feb 2022 - Fred Thomas Pedestrian Bridge	-	472	-	472	(472)	-	-	100	100	
DRFA - Feb 2022 - Unsealed Zone 3	-	4,850	-	4,850	(4,850)	-	-	Not applicable	100	
DRFA - Feb 2022 - Sealed Zones 1, 2 & 3	-	346,190	-	346,190	(346,190)	-	-	Not applicable	100	
DRFA - Feb 2022 - Unsealed Zone 10, pt 1	-	510,502	-	510,502	(510,502)	-	-	Not applicable	100	
DRFA - Feb 2022 - Old Laidley Forest Hill Road	-	111,916	-	111,916	(111,916)	-	-	Not applicable	100	
DRFA - Feb 2022 - LVMC.0037.2122H.REC	-	529,009	-	529,009	(529,009)	-	-	Not applicable	100	
DRFA - Feb 2022 - Unsealed Zone 4, pt 2	-	561,352	-	561,352	(561,352)	-	-	Not applicable	100	
DRFA - Feb 2022 - Unsealed Zone 11	-	134,234	-	134,234	(134,234)	-	-	Not applicable	100	
DRFA - Feb 2022 - Pipe Cleanouts	-	29,461	-	29,461	(29,461)	-	-	Not applicable	100	
DRFA - Feb 2022 - Berlin Road Landship	-	3,288,036	-	3,288,036	(3,288,036)	-	-	100	100	
DRFA - Feb 2022 - Sealed Zone 9	-	262,153	-	262,153	(262,153)	-	-	Not applicable	100	
DRFA - Feb 2022 - Sealed Zone 5	-	328,746	-	5,843	334,589	-	-	Not applicable	71	Works remaining at one site.
DRFA - Feb 2022 - Adare Road Floodway	-	275,147	-	275,147	(275,147)	-	-	100	100	
DRFA - Feb 2022 - Guardrail Repairs	-	6,372	-	6,372	(6,372)	-	-	Not applicable	100	
DRFA - Feb 2022 - Sealed Zone 4	-	210,709	-	210,709	(210,709)	-	-	Not applicable	100	
DRFA - Feb 2022 - Sealed Zone 3	-	177,348	-	177,348	(177,348)	-	-	Not applicable	100	
DRFA - Feb 2022 - Brightview Road REPA	-	141,407	-	141,407	(141,407)	-	-	Not applicable	\$0	
DRFA - Feb 2022 - Brightview Road BETTERMENT	-	1,965,521	-	40,152	2,005,672	-	-	100	100	
DRFA - Feb 2022 - Sealed Zone 11-18	-	163,853	-	13,384	177,237	-	-	100	100	
DRFA - Feb 2022 - Sealed Zone 1	-	682,864	-	682,864	(682,864)	-	-	100	100	
DRFA - Feb 2022 - Unsealed Zone 5	-	493,378	-	493,378	(493,378)	-	-	Not applicable	100	
DRFA - Feb 2022 - Unsealed Zone 6	-	949,018	-	949,018	(949,018)	-	-	Not applicable	100	
DRFA - Feb 2022 - Unsealed Zone 10, pt 2	-	234,649	-	234,649	(234,649)	-	-	Not applicable	100	
DRFA - Feb 2022 - Sealed Zone 10	-	268,429	-	268,429	(268,429)	-	-	Not applicable	100	
DRFA - Feb 2022 - Rockmount Road CH 3/20	-	39,571	-	33,056	72,627	-	-	Not applicable	100	
DRFA - Feb 2022 - Crans Road Floodway	-	641,553	-	641,553	(641,553)	-	-	100	100	
DRFA - Feb 2022 - Sealed Zone 8	-	996,318	-	9,000	1,005,318	-	-	Not applicable	80	Works remaining at one site, with cultural heritage investigation ongoing.
DRFA - Feb 2022 - Unsealed Zone 10, pt 3	-	568,297	-	568,297	(568,297)	-	-	Not applicable	100	
DRFA - Feb 2022 - Sealed Zone 2	-	545,412	-	545,412	(545,412)	-	-	Not applicable	100	
DRFA - Feb 2022 - Sealed Zone 6	-	250,451	-	250,451	(250,451)	-	-	Not applicable	100	
DRFA - Feb 2022 - Sealed Zone 7	-	259,244	-	259,244	(259,244)	-	-	Not applicable	100	



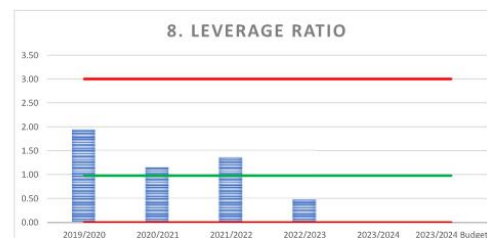
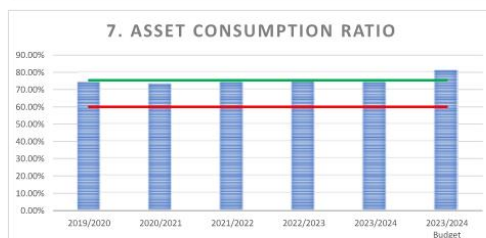
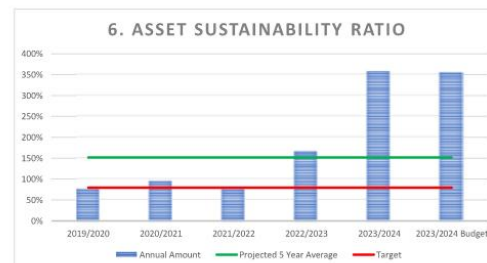
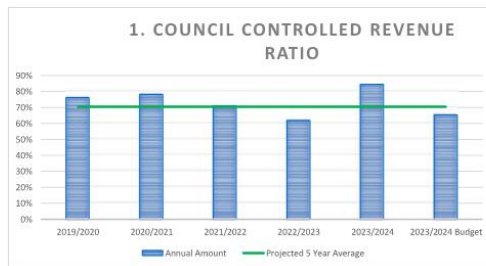
	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
Only minor works remaining at various sites.	-	1,102,812	-	1,102,812	(1,102,812)	-	-	Not applicable	100	
DRFA - Feb 2022 - Flagstone Creek Road Rockfall	-	18,922	193,650	212,572	(212,572)	-	-	100	5	
DRFA - Feb 2022 - Floodway Approaches	-	744,439	65,361	809,800	(809,800)	-	-	100	80	Works remaining at two sites.
DRFA - Feb 2022 - Roches Road CH 1250	-	41,801	48,675	90,476	(90,476)	-	-	100	100	
DRFA - Feb 2022 - Final All Zones Submission	-	444,454	65,592	510,047	(510,047)	-	-	Not applicable	100	
DRFA - Feb 2022 - Steink's Bridge REPA	-	186,889	-	186,889	(186,889)	-	-	100	100	
DRFA - Feb 2022 - Lithins Road Floodway	-	32,478	-	32,478	(32,478)	-	-	Not applicable	100	
DRFA - Feb 2022 - REPA Project Mgt	-	246,042	529,449	775,492	(775,492)	-	-	Not applicable	100	
DRFA - May 2022 - Lithins Bridge	-	5,266,356	1,053,453	6,319,809	(6,319,809)	-	-	100	86	Project Management Costs Only.
DRFA - May 2022 - East Egypt Road Landship	-	3,055,708	19,498	3,075,206	(3,075,206)	-	-	100	99	
DRFA - May 2022 - Mountain View Drive Landship	-	439,875	416,245	856,120	(856,120)	-	-	100	40	
DRFA - May 2022 - East Egypt Road Landship, site 3	-	1,279,734	-	1,279,734	(1,279,734)	-	-	100	99	
REPA (Holding Project)	34,976,268	-	-	-	34,976,268	34,976,268	0	Not applicable	Not applicable	REPA Budget Holding Project.
<b>REPA Programme Projects Total</b>	<b>34,976,268</b>	<b>27,835,973</b>	<b>2,493,357</b>	<b>30,329,331</b>	<b>4,646,938</b>	<b>34,976,268</b>	<b>0</b>			
<b>Program: REPA Complementary Works Programme</b>	<b>2,250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,250,000</b>	<b>-</b>	<b>2,250,000</b>	<b>Not applicable</b>	<b>Not applicable</b>	<b>Complementary Works Budget Holding Pot.</b>
Complementary Works (Holding Project)	-	286,974	5,380	292,354	(292,354)	-	-	Not applicable	70	
DRFA - Feb 2022 - Comp Works Sealed	-	496,327	65,789	562,116	(562,116)	-	-	Not applicable	100	
DRFA - Feb 2022 - Comp Works Unsealed	-	-	-	-	-	-	-	Not applicable	-	
<b>REPA Complementary Works Programme Projects Total</b>	<b>2,250,000</b>	<b>783,301</b>	<b>71,169</b>	<b>854,470</b>	<b>1,395,530</b>	<b>-</b>	<b>2,250,000</b>			
<b>Cost Centre: Fleet</b>										
<b>Program: Fleet Projects</b>	<b>4,914,992</b>	<b>347,222</b>	<b>1,524,709</b>	<b>1,871,931</b>	<b>3,043,061</b>	<b>400,000</b>	<b>4,514,992</b>			
2023/2024 Fleet Purchases	-	248,551	-	248,551	(248,551)	-	-	Not applicable	Not applicable	
21/22 Trailers Replacement	-	360,531	-	360,531	(360,531)	-	-	Not applicable	Not applicable	
21/22 Trucks Replacement	-	541,900	-	541,900	(541,900)	-	-	Not applicable	Not applicable	
22/23 Earthmoving Equipment	-	70,479	-	70,479	(70,479)	-	-	Not applicable	Not applicable	
22/23 Light Commercial	-	437,183	326,348	763,531	(763,531)	-	-	Not applicable	Not applicable	
22/23 Light Trucks	-	16,818	137,976	154,795	(154,795)	-	-	Not applicable	Not applicable	
22/23 Mowers	-	156,467	-	156,467	(156,467)	-	-	Not applicable	Not applicable	
22/23 Passenger Vehicles	-	351,503	-	351,503	(351,503)	-	-	Not applicable	Not applicable	
22/23 Trucks	-	15,700	-	15,700	-	-	-	Not applicable	Not applicable	
Diagnostic Scan Tool	20,000	-	-	-	20,000	-	20,000	Not applicable	Not applicable	
Materials Handler - Waste	560,000	-	-	-	560,000	-	560,000	Not applicable	Not applicable	
Pit Cover Depot Workshop	20,000	-	-	-	20,000	-	20,000	Not applicable	Not applicable	
<b>Fleet Projects Projects Total</b>	<b>5,514,992</b>	<b>2,546,355</b>	<b>1,989,033</b>	<b>4,535,388</b>	<b>979,604</b>	<b>400,000</b>	<b>5,114,992</b>			
<b>Cost Centre: Cemetery</b>										
<b>Program: Cemetery Projects</b>	<b>38,000</b>	<b>23,065</b>	<b>-</b>	<b>23,065</b>	<b>14,935</b>	<b>-</b>	<b>38,000</b>	<b>Not applicable</b>	<b>95</b>	<b>Additional \$15k from PJ103360 - Park Playground Surfacing Improvements in Budget Review 2.</b>
Forest Hill Cemetery Seam Strip Install	-	-	-	-	-	-	-	Not applicable	95	
Gatton Cemetery Seam Strip Installation	51,000	36,885	-	36,885	14,115	-	51,000	Not applicable	95	
Laidley Cemetery Columbarium	50,000	40,721	1,840	42,561	7,439	-	50,000	Not applicable	95	

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
<b>Cost Centre: Camping Grounds</b>										
<i>Program: Camping Grounds Projects</i>										
Laidley Cemetery Sealing	10,000	7,467	-	7,467	2,533	-	10,000	Not applicable	100	
New Lowering Device	14,000	9,567	-	9,567	4,433	-	14,000	Not applicable	100	Device delivered.
<b>Cemetery Projects Total</b>	163,000	117,705	1,840	119,545	43,455	-	163,000			
<b>Cost Centre: Facilities</b>										
<i>Program: Facilities Projects</i>										
Disabled Toilet Lake Dyer	21,021	-	-	-	21,021	-	21,021	50	0	Manufacturing of building underway for phase 1. Install date to be confirmed.
Renovation of Amenities Block Lake Dyer	245,000	47,230	131,908	179,138	65,862	-	245,000			
<b>Camping Grounds Projects Total</b>	266,021	47,230	131,908	179,138	86,883	-	266,021			
<b>Cost Centre: Facilities</b>										
<i>Program: Facilities Projects</i>										
Accessibility Improvements (URC14)	857,079	9,569	40,326	49,895	807,184	857,079	-	15	0	Procurement underway for design phase.
Alex Gaddes Hall Upgrade (BS98)	662,256	499,523	212,292	711,814	(49,558)	662,256	-	100	50	Demolition complete. Installation of new building underway.
DNS Stage 2 Prevention Safety Works	25,000	359	10,055	10,413	14,587	-	25,000	100	80	
Electrical Upgrades	12,248	2,448	-	2,448	9,800	-	12,248	100	100	Majority of work completed last financial year.
Facilities Equipment Replacement	50,000	9,562	-	9,562	40,438	-	50,000	Not applicable	30	
Fuel Tank Decommissioning Garton Depot	20,000	6,691	-	6,691	13,309	-	20,000	Not applicable	70	
Garton Depot Fuel Tank	1,175	1,175	-	1,175	(0)	-	1,175	100	100	Small amount of costs incurred in 23/24. Project completed in 22/23.
GSH External Cladding and Gutters	291,893	385	-	385	291,508	-	291,893	10	0	
Half Court Basketball Court Lake Apex	307,000	55,116	1,226	56,342	250,658	-	307,000	100	95	
Laidley/GA Carpark	80,000	21,768	-	21,768	58,232	-	80,000	100	0	Design completed. Project will be rolled over and nominated for SECOSP funding.
Laidley Salvageyards Environmental (SECOSP)	6,224	6,224	-	6,224	(0)	-	6,224	100	100	Small amount of costs incurred in 23/24. Project completed in 22/23.
Replace Furniture Comm & Rec Facilities	76,000	70,112	-	70,112	5,888	12,000	64,000	95	60	
Roof Height Safety System Upgrades	23,000	-	-	-	23,000	-	23,000	Not applicable	0	
Storm Event Nov 2023 - LCC Insur Repairs	-	35,945	-	35,945	(35,945)	-	-	100	100	Budget to be transferred from existing operational budget in Budget Review 2.
Watermain Renewal Laidley Showgrounds	-	15,350	-	15,350	(15,350)	-	-	Not applicable		Budget to be transferred from existing operational budget in Budget Review 2.
Without Sports Centre Floor Repairs	100,000	21,877	7,960	29,837	70,163	-	100,000	30	0	Design inception meeting held and preliminary design and investigation works underway.
<b>Facilities Projects Total</b>	151,000	142,200	-	142,200	8,800	-	151,000			
	2,662,875	898,304	271,858	1,170,162	1,492,713	1,531,335	1,131,540	100	100	
<b>Total for Group</b>	\$ 54,120,506	\$ 35,275,901	\$ 7,795,148	\$ 43,071,050	\$ 11,049,456	\$ 40,862,242	\$ 13,258,264			
<b>PEOPLE AND BUSINESS PERFORMANCE</b>										
<b>Cost Centre: Governance and Property</b>										

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
<b>Program: Legal Services Projects</b>										
Realignement, Subdivd, Sale Tryphon St	500,000	48,746	10,248	58,993	441,007	-	500,000	95	0	Procurement of contractors for construction stage is underway. Application to be made for early plan sealing once all approvals have been obtained.
Subdivision Gattton Saleyards	98,718	69,756	12,762	82,519	16,200	-	98,718	70	0	In design stage for electrical engineering designs and Urban Utilities.
<b>Legal Services Projects Projects Total</b>	<b>598,718</b>	<b>118,502</b>	<b>23,010</b>	<b>141,512</b>	<b>457,206</b>	<b>-</b>	<b>598,718</b>			
<b>Cost Centre: Information Communication Technology</b>										
<b>Program: Information Communication Technology Projects</b>										
Backup Hardware Renewals	18,000	18,599	-	18,599	(599)	-	18,000	Not applicable	100	Procurement in progress.
Body Camera Renewals	34,500	947	-	947	33,553	-	34,500	Not applicable	0	Awaiting internal advice.
ICT Hardware Replacement/Renewals	-	20,071	15,316	35,387	(35,387)	-	-	Not applicable	95	Quotes received.
Library People Counter Renewals	10,500	-	-	-	10,500	-	10,500	Not applicable	0	Hardware delivered.
LVCC Audio Visual Renewals	160,000	1,278	-	1,278	158,722	-	160,000	Not applicable	20	Public printing remaining.
Network Switch Renewals	21,500	998	-	998	20,502	-	21,500	Not applicable	90	Awaiting internal advice.
Printer Fleet Renewals	154,000	139,435	11,308	150,744	3,256	-	154,000	Not applicable	95	
UPS Renewal	38,706	16,015	-	16,015	22,691	-	38,706	Not applicable	10	
<b>Information Communication Technology Projects Projects Total</b>	<b>437,206</b>	<b>197,344</b>	<b>26,625</b>	<b>223,968</b>	<b>213,238</b>	<b>-</b>	<b>437,206</b>			
<b>Cost Centre: Waste Disposal</b>										
<b>Program: Waste Disposal Projects</b>										
Laidley Leachate Tank Replacement	125,000	-	-	-	125,000	-	125,000	0	0	
<b>Waste Disposal Projects Projects Total</b>	<b>125,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>125,000</b>	<b>-</b>	<b>125,000</b>			
<b>Cost Centre: Transfer Stations</b>										
<b>Program: Transfer Station Projects</b>										
Gatton Landfill Cell 5 (SEOCSP)	2,633,415	2,051,997	60,342	2,112,339	521,076	463,416	2,168,999	100	100	Landfill Cell 5 has been completed, filling commenced beginning of February 2024.
Materials Recov Fac Asphalt Replacement	32,990	-	-	-	32,990	-	32,990	0	0	
Materials Recovery Facility Fire Systems	51,301	-	-	-	51,301	-	51,301	0	0	
Old Gatton Landfill Capping	8,550	-	-	-	8,550	-	8,550	0	0	
<b>Transfer Station Projects Projects Total</b>	<b>2,726,256</b>	<b>2,051,997</b>	<b>60,342</b>	<b>2,112,339</b>	<b>613,917</b>	<b>463,416</b>	<b>2,262,840</b>			
<b>Program: Waste Disposal Projects</b>										
Asphalt Extension rear (WRF)	70,000	-	-	-	70,000	-	70,000	0	0	Not commenced. Waiting for waste contractor to exit the contract and to then determine what Council will do with the building.
<b>Waste Disposal Projects Projects Total</b>	<b>70,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>70,000</b>	<b>-</b>	<b>70,000</b>			
<b>Cost Centre: Public Order &amp; Safety</b>										
<b>Program: Public Order and Safety Projects</b>										
CCTV Hardware Renewals	151,000	1,710	49,836	51,546	99,454	-	151,000	Not applicable	10	Hardware ordered

	Total					Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
	Budget	Actual	Committed	(includes committed costs)	Remaining Budget					
<b>Public Order and Safety Projects Projects Total</b>	151,000	1,710	49,836	51,546	99,454	-	151,000			
<b>Total for Group</b>	<b>\$ 4,108,180</b>	<b>\$ 2,369,554</b>	<b>\$ 159,812</b>	<b>\$ 2,529,366</b>	<b>\$ 1,578,814</b>	<b>\$ 463,416</b>	<b>\$ 3,644,764</b>			
<b>COMMUNITY AND REGIONAL PROSPERITY</b>										
<b>Cost Centre: Regional Development</b>										
<i>Program: Regional Developments Projects</i>										
Mountain Bike Trail Hub Structure	450,000	1,500	-	1,500	448,500	-	450,000	0	10	Mountain Bike Project to be carried forward waiting to secure access agreements. New Whitcott Hub sites have been identified. Value obtained but negotiations stalled.
Strategic Land Acquisition	3,163,096	2,633,469	3,750	2,637,219	525,877	-	3,163,096	0	90	Purchase of land for flood mitigation largely completed.
<b>Regional Developments Projects Projects Total</b>	<b>3,613,096</b>	<b>2,634,969</b>	<b>3,750</b>	<b>2,638,719</b>	<b>974,377</b>	<b>-</b>	<b>3,613,096</b>			
<b>Cost Centre: Tourism Initiatives</b>										
<i>Program: Tourism Projects</i>										
FH Rec Grounds Parking & Viewing Slips	350,000	-	-	-	350,000	-	350,000	60	0	Funding application approved awaiting. Development application is about to be submitted.
<b>Tourism Projects Projects Total</b>	<b>350,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>350,000</b>	<b>-</b>	<b>350,000</b>			
<b>Cost Centre: Community Events</b>										
<i>Program: Regional Developments Projects</i>										
Christmas Lighting	70,000	96,290	8,924	105,213	(35,213)	-	70,000	Not applicable	100	Unforeseen electrical upgrades were required. Additional budget to be transferred from Operational in Budget Review 2. Lights installation pending building rectification after storm damage.
<b>Regional Developments Projects Projects Total</b>	<b>70,000</b>	<b>96,290</b>	<b>8,924</b>	<b>105,213</b>	<b>(35,213)</b>	<b>-</b>	<b>70,000</b>			
<b>Cost Centre: Growth &amp; Policy</b>										
<i>Program: Growth and Policy Projects</i>										
Flood Mitigation Kensington Grove	40,000	-	-	-	40,000	-	40,000	0	0	Preliminary engineering investigations and options has commenced.
Flood Mitigation Options Laidley	75,000	3,500	250	3,750	71,250	-	75,000	0	5	Trailer acquisition underway, awaiting delivery.
Integrated Land M'ment Plan Grant (BSBR)	34,000	-	30,456	30,456	3,544	34,000	-	Not applicable	0	
<b>Growth and Policy Projects Projects Total</b>	<b>149,000</b>	<b>3,500</b>	<b>30,706</b>	<b>34,206</b>	<b>114,794</b>	<b>34,000</b>	<b>115,000</b>			
<b>Cost Centre: Community Wellbeing</b>										
<i>Program: Pest Management Projects</i>										
Weed Wiper Herbicide Applicator	7,000	6,359	-	6,359	641	-	7,000	Not applicable	100	Weed wiper received.
<b>Pest Management Projects Projects Total</b>	<b>7,000</b>	<b>6,359</b>	<b>-</b>	<b>6,359</b>	<b>641</b>	<b>-</b>	<b>7,000</b>			

	Budget	Actual	Committed	Total (includes committed costs)	Remaining Budget	Total Amount of Funding	Council Contribution	Design Completion %	Construction Completion %	Comments
<b>Cost Centre: Voluntary Home Buy Back</b>										
<i>Program: Voluntary Home Buy-Back</i>										
Voluntary Home Buy Back Scheme	8,400,000	5,169,641	448,445	5,618,086	2,781,914	8,400,000	-	Not applicable	80	17 properties purchased in Tranche 1 and 7 in Tranche 2. Rehabilitation of properties including demolition of 18 buildings have been completed and 4 properties have been relocated.
<b>Voluntary Home Buy-Back Projects Total</b>	<b>8,400,000</b>	<b>5,169,641</b>	<b>448,445</b>	<b>5,618,086</b>	<b>2,781,914</b>	<b>8,400,000</b>	<b>-</b>			
<b>Total for Group</b>	<b>\$ 12,589,096</b>	<b>\$ 7,910,759</b>	<b>\$ 491,825</b>	<b>\$ 8,402,584</b>	<b>\$ 4,186,512</b>	<b>\$ 8,434,000</b>	<b>\$ 4,155,096</b>			
<b>EXECUTIVE OFFICE</b>										
<b>Cost Centre: Disaster Management</b>										
<i>Program: Disaster Management Projects</i>										
DW Donga Interconnecting Roof	29,300	23,239	-	23,239	6,061	-	29,300	100	100	All site works complete and awaiting final certificate of occupancy. Was carried over from 2022/2023 budget. No longer required. Original project was delivered 2022/2023.
Flood Intelligence Infrastructure	28,490	-	-	-	28,490	-	28,490	5	0	Awaiting site confirmation and approval. Indications site approval may take a further 2 months. Delivery in 23/24 will be subject to contractor timetables.
Flood Warning System Upgrade	40,000	-	-	-	40,000	-	40,000	75	0	Cadastral survey completed. Sheds are underway, slabs completed with shed installation expected within the next 2-4 weeks. Signage and Cameras are ongoing.
QRREF Flood Cameras & Electronic Signage	582,000	251,882	276,895	528,778	53,222	517,317	64,683	100	17	
<b>Disaster Management Projects Projects Total</b>	<b>679,790</b>	<b>275,121</b>	<b>276,895</b>	<b>552,017</b>	<b>127,773</b>	<b>517,317</b>	<b>162,473</b>			
<b>Total for Group</b>	<b>\$ 679,790</b>	<b>\$ 275,121</b>	<b>\$ 276,895</b>	<b>\$ 552,017</b>	<b>\$ 127,773</b>	<b>\$ 517,317</b>	<b>\$ 162,473</b>			
<b>Total for Council</b>	<b>\$ 71,497,572</b>	<b>\$ 45,831,335</b>	<b>\$ 8,723,681</b>	<b>\$ 54,555,016</b>	<b>\$ 16,942,556</b>	<b>\$ 50,276,975</b>	<b>\$ 21,220,597</b>			



**10.7 Budget Review and Updated Long-Term Financial Forecast**

**Author:** Kacey Bachmann, Management Accountant; Dee Stewart, Coordinator  
Accounting Services

**Responsible Officer:** Ian Church, Chief Executive Officer

**Purpose:**

The purpose of this report is to seek Council's adoption of the amended 2023-24 Budget and Long-Term Financial Forecast as set out in the attachments.

**Officer's Recommendation:**

**THAT Council adopt the amended 2023-24 Budget and Long-Term Financial Forecast as set out in the attachment titled 2023-24 Budget and Long-Term Financial Forecast.**

**Executive Summary**

In adopting its budget, several assumptions are used by Council which need to be updated periodically based on changes in actual results. The budget review has included a review of those major variations which have occurred since the budget was adopted including capital works. Where Council amends its budget, its Long-Term Financial Forecast must also be updated.

The changes include adjustments to operating income and expenditure, and capital income and expenditure. Forecasts are regularly reviewed and have been updated to reflect the changes in the current economy.

The updated Long-Term Financial Forecast incorporates the recommended budget changes.

**Proposal**

A review of actual financial performance against the budget has been conducted. The review focused on those major variations whose impacts are currently known including additional grants and fees and charges income received and the deliverability of operating and capital projects.

Table 1 shows the operational income and expense items which require amending at this point in time:

Item	Revenue / Expenditure	Description	Amount Increase / (Decrease)	Comments
1	Revenue	Rates and Utility Charges (including Discounts)	\$199,359	<ul style="list-style-type: none"> <li>• Increase due to growth in properties and rating base</li> </ul>
2	Revenue	Charges and Fees	\$500,600	<ul style="list-style-type: none"> <li>• \$182,800 Tip Fees</li> <li>• \$26,200 Building and Plumbing fees</li> <li>• \$270,000 Infrastructure Charges</li> <li>• \$41,000 Food/Health Licenses and Fines</li> <li>• \$10,600 Libraries and Galleries Fees</li> <li>• -\$30,000 Saleyard Fees</li> </ul>

3	Revenue	Operational Grants & subsidies	\$1,245,120	<ul style="list-style-type: none"> <li>• \$1,125,557 Emergency Works</li> <li>• \$100,000 Counter Disaster Operations</li> <li>• \$147,194 new Locally Led Economic Recovery Program (LLERP) Grant</li> <li>• -\$150,000 deferral of SEQ Liveability Fund</li> <li>• \$293,455 Child Care Subsidy &amp; Grants</li> <li>• \$20,000 QGAP</li> <li>• -\$59,250 deferral of QRA Flood Risk Management project</li> <li>• -\$96,000 Voluntary Home Buy Back operating component</li> <li>• \$30,000 QRA Clean up Grant - Leachate</li> <li>• -\$165,837 due to changes of accounting treatment of operating grants</li> </ul>
4	Revenue	Interest Income	\$45,810	<ul style="list-style-type: none"> <li>• \$27,861 Investment income increase as per LTFF forecast</li> <li>• Interest on Levies</li> </ul>
5	Revenue	Operating Contributions and Donations	\$45,000	<ul style="list-style-type: none"> <li>• \$25,000 Cycle Network Local Government Grants Program</li> <li>• \$20,000 Water for Lockyer Project Collaborative</li> </ul>
6	Revenue	Contract/Recoverable Works	\$361,500	<ul style="list-style-type: none"> <li>• RMPC Contract</li> </ul>
7	Revenue	Other Revenue	\$612,524	<ul style="list-style-type: none"> <li>• -\$24,000 Inland Rail project</li> <li>• \$22,300 Recovery assistance with Western Downs and Scenic Rim severe weather events</li> <li>• \$17,175 Container Refund Scheme</li> <li>• \$20,000 Reimbursements for applications</li> <li>• \$15,000 Tourism Guide Advertisements</li> <li>• \$554,408 Insurance Claims</li> <li>• Other minor movements</li> </ul>
<b>TOTAL Revenue</b>			<b>\$3,009,913</b>	<b>Net increase in revenue</b>
1	Expenditure	Employee Costs	\$237,496	<ul style="list-style-type: none"> <li>• \$503,187 transfer capital wages to operational</li> <li>• -\$440,000 adjustment due to vacancies within the structure</li> <li>• Other minor movements to reflect current operations and adjustments to business delivery.</li> </ul>
2	Expenditure	Materials and Services	\$1,104,314	<ul style="list-style-type: none"> <li>• \$123,321 Repayment of underspent grant funds</li> </ul>



				<ul style="list-style-type: none"> <li>• \$90,000 maintenance of DM field based Infrastructure</li> <li>• \$20,000 Procurement assistance</li> <li>• -\$20,000 deferral Psychosocial Hazards</li> <li>• \$387,440 for Development Assessments</li> <li>• -\$142,000 Building Consultant &amp; Environment Health support</li> <li>• \$50,000 Planning Scheme</li> <li>• -\$65,000 deferral of Local Laws review, Form 19s and Growth Management Strategy</li> <li>• -\$115,000 deferral of QRA funded Flood Risk Management project</li> <li>• \$185,000 legal costs</li> <li>• -\$171,850 ICT costs</li> <li>• \$164,000 new Locally Led Economic Recovery Program (LLERP) Grant</li> <li>• -\$35,300 transferred to capital for Christmas Decorations</li> <li>• \$100,000 Design for rectification of Infrastructure</li> <li>• \$223,956 RMPC Contract</li> <li>• -\$40,000 insurance premium</li> <li>• \$120,500 fuel costs</li> <li>• -\$35,945 transferred to capital for Roof Height Safety Remedial works</li> <li>• -\$24,000 Inland Rail costs</li> <li>• \$306,527 for Emergent works</li> <li>• Other minor movements to reflect current operations and adjustments to business delivery.</li> </ul>
3	Expenditure	Finance Costs	\$223,411	<ul style="list-style-type: none"> <li>• \$223,169 Early Repayment fee for Loan</li> </ul>
<b>TOTAL Expenditure</b>			<b>\$1,565,221</b>	<b>Net increase in expenditure</b>
<b>NET TOTAL</b>			<b>\$1,444,692</b>	<b>Overall net increase in the 2023-24 operating result.</b>

The changes to the operational and capital budget will have a positive impact on the projected operating surplus, increasing by \$1.44M to a forecast position at 30 June 2024 of \$1.51M, as well as an overall increase to the capital works program budget. The largest adjustments are directly associated with the adjustment to the operational grants and subsidies due to the recognition of counter disaster and emergency works funding in the 23/24 financial year.

The Management Team is continuing to monitor their budgets to risk manage variances within their respective branch budgets with reporting to the Executive Leadership Team on variances also occurring.

Table 2 shows the changes to capital income and expense items which require amendment in this budget review:

**TABLE 2 – CAPITAL BUDGET AMENDMENTS**

Item	Revenue / Expenditure	Description	Amount Increase / (Decrease)	Comments
1	Revenue	Capital Grants	\$49,628	<ul style="list-style-type: none"> <li>\$40,000 new Locally Led Economic Recovery Program (LLERP) Grant</li> <li>Other minor movements in TIDS and QRRRF funding</li> </ul>
<b>TOTAL Revenue</b>			<b>\$49,628</b>	<b>Net increase in revenue</b>
2	Expenditure	Capital Works	-\$671,906	<p>All movements are detailed in the Capital Works Program Report Attachment 2.</p> <p>New Projects:</p> <ul style="list-style-type: none"> <li>\$40,000 Visitor Experience App (funded by LLERP)</li> <li>\$22,000 Chlorine Granulator replacement</li> <li>\$50,000 MRF Equipment</li> <li>\$207,791 Street Sweeper</li> <li>\$9,540 Narda Lagoon BBQ Insurance repairs</li> <li>\$35,945 Roof Height Safety System upgrades transferred from operational</li> <li>\$20,000 End Point Hardware Renewals</li> <li>\$11,500 Firewalls for Waste System</li> </ul> <p>Other amendments:</p> <ul style="list-style-type: none"> <li>\$164,000 Tryhorn St subdivision</li> <li>\$150,000 Gatton saleyards subdivision</li> <li>\$151,483 Future project designs</li> <li>-\$15,000 Park Playground Surfacing Improvements</li> <li>\$15,000 Gatton Cemetery Seam Strip Installation</li> <li>-\$560,000 Materials Handler Waste</li> <li>-\$605,993 net decrease in other Facilities projects</li> <li>-\$500,000 Gatton Landfill Cell 5</li> <li>-\$17,000 CCTV Hardware renewals</li> <li>\$35,300 Christmas Lighting transferred from operational</li> <li>-\$102,765 net decrease in Disaster Management projects</li> </ul>

				<ul style="list-style-type: none"> <li>• \$221,153 Alex Geddes Hall</li> <li>• -\$4,856 net increase in other infrastructure projects</li> </ul>
<b>TOTAL Expenditure</b>			<b>-\$671,906</b>	<b>Net decrease in expenditure</b>

The total capital works budget for 2023-24 has been amended to reflect expected deliverability, with the budget proposed at \$70.82M.

### Options

#### Option 1

THAT Council adopt the amended 2023-24 Budget and Long-Term Financial Forecast as set out in the attachment titled 2023-24 Budget and Long-Term Financial Forecast.

Or

#### Option 2

THAT Council do not adopt the amended 2023-24 Budget and Long-Term Financial Forecast as set out in the attachment titled 2023-24 Budget and Long-Term Financial Forecast.

Or

#### Option 3

THAT Council proposed adjustments to the presented amended 2023-24 Budget and Long-Term Financial Forecast as set out in the attachment titled 2023-24 Budget and Long-Term Financial Forecast.

### Previous Council Resolutions

20<sup>th</sup> December Ordinary Council Meeting: Budget Review, Capital Works Carried Forward and Updated Long-Term Financial Forecast

### Critical Dates

30 June 2024

### **Strategic Implications**

#### Corporate Plan

#### Corporate Plan Goal

Leadership and Council

#### Outcome

- Undertake robust and accountable financial, resource and infrastructure planning and management to ensure affordable and sustainable outcomes for our community.
- Compliant with relevant legislation

### Finance and Resource

To maintain sound financial management practices, a periodic review of financial performance is required. Council's Management Team has carried out a review of major changes to income and expenditure for the year to the end of March 2024. As a result of this review, it is recommended that Council amend its 2023-24 Budget and associated Long-Term Financial Forecast to better reflect the current forecasted position at 30 June 2024.

### Legislation and Policy

Section 170 (3) of the Local Government Regulation 2012 'The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year'.

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**Risk Management**

Key Corporate Risk Category:

FE1

Reference and Risk Description:

Finance and Economic

Financial sustainability to support the achievement of strategy, goals and objectives in the medium to long term.

**Consultation***Portfolio Councillor Consultation**Council Workshop*

Following previous meetings and summary of actual financial performance Vs budget reports presented to Council, Council is aware that a budget review is to be presented to update both the operational and capital budget.

*Internal Consultation***Internal Consultation**

The proposed budget amendments contained in the attachments have been reviewed by relevant Group Managers and Branch Managers.

**Attachments**

- |          |  |         |
|----------|--|---------|
| <b>1</b> | <a href="#"><u>2023-24 Budget and Long-Term Financial Forecast</u></a> | 5 Pages |
| <b>2</b> | <a href="#"><u>Capital Works Program Report</u></a>                    | 9 Pages |

Lockyer Valley Regional Council  
2023/2024 Budget and Long Term Financial Forecast  
Statement of Income and Expenditure

	2024	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Original Budget	Proposed Budget	Movement	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
<b>Revenue</b>											
Recurrent Revenue											
Rates & Utility Charges	47.37M	47.60M	0.23M	50.00M	52.54M	55.24M	58.10M	61.14M	64.36M	67.79M	71.02M
Less Discounts	(1.93M)	(1.96M)	(0.03M)	(2.04M)	(2.12M)	(2.20M)	(2.29M)	(2.38M)	(2.48M)	(2.59M)	(2.70M)
Net rates and utility charges	45.44M	45.64M	0.20M	47.96M	50.42M	53.04M	55.81M	58.75M	61.88M	65.21M	68.34M
Fees and charges	6.85M	7.35M	0.50M	6.04M	6.26M	6.53M	6.79M	7.06M	7.35M	7.64M	7.95M
Sales, contract and recoverable works	0.76M	1.12M	0.36M	0.76M	0.81M	0.84M	0.86M	0.89M	0.92M	0.96M	1.02M
Operational Grants & subsidies	20.35M	21.64M	1.29M	11.39M	12.11M	12.35M	12.59M	12.85M	13.10M	13.37M	13.63M
Interest received	2.54M	2.59M	0.05M	2.05M	2.08M	2.19M	2.34M	2.46M	2.58M	2.73M	2.89M
Other recurrent income	4.06M	4.67M	0.61M	4.14M	4.07M	4.15M	4.24M	4.32M	4.41M	4.51M	4.60M
Total Recurrent Revenue	80.00M	83.02M	3.01M	72.36M	75.77M	79.09M	82.63M	86.34M	90.25M	94.41M	98.40M
Capital revenue:											
Capital Grants	48.95M	49.00M	0.05M	3.00M	4.77M	3.57M	3.90M	4.23M	4.60M	5.03M	5.47M
Developer Contributions	-	-	-	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M	0.50M
Gain/(loss) on sale of property, plant & equipment	0.08M	0.20M	0.12M	(0.01M)	(0.03M)	0.01M	0.03M	0.08M	0.01M	(0.02M)	0.09M
Total capital revenue	49.03M	49.20M	0.17M	3.49M	5.24M	4.08M	4.43M	4.81M	5.11M	5.51M	6.06M
Total Revenue	129.03M	132.22M	3.18M	75.85M	81.01M	83.17M	87.06M	91.15M	95.36M	99.92M	104.46M
<b>Expenses</b>											
Recurrent Expenses											
Employee costs	30.19M	30.43M	0.24M	31.27M	32.63M	34.05M	35.53M	37.08M	38.69M	40.37M	42.13M
Materials and services	35.39M	36.49M	1.10M	25.20M	25.36M	27.23M	28.99M	29.54M	30.44M	31.78M	33.02M
Depreciation and amortisation	13.91M	13.91M	0.00M	15.31M	15.96M	16.59M	17.28M	18.10M	18.79M	19.15M	19.01M
Finance costs	0.44M	0.66M	0.22M	0.15M	0.15M	0.16M	0.16M	0.17M	0.17M	0.18M	0.18M
Total Recurrent Expenses	79.93M	81.50M	1.57M	71.92M	74.10M	78.03M	81.97M	84.89M	88.06M	91.47M	93.14M
Net Result adjusted for Capital Items	49.10M	50.72M	1.62M	3.93M	6.91M	5.14M	5.09M	6.26M	7.28M	8.45M	11.31M
Net Recurrent Result/Operating Surplus/(Deficit)	0.073M	1.521M	1.448M	0.436M	1.670M	1.062M	0.668M	1.453M	2.168M	2.937M	5.253M
											5.409M

**Lockyer Valley Regional Council**  
**2023/2024 Budget and Long Term Financial Forecast**  
**Statement of Financial Position**

	2024 \$	2025 \$	2026 \$	2027 \$	2028 \$	2029 \$	2030 \$	2031 \$	2032 \$	2033 \$
<b>Current Assets</b>	<b>Proposed Budget</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>	<b>Forecast</b>
Cash assets and cash equivalents	36.54M	34.93M	36.09M	39.10M	43.16M	44.60M	47.97M	51.50M	55.34M	59.86M
Other inventory	0.59M	0.59M	0.59M	0.59M	0.59M	0.59M	0.59M	0.59M	0.59M	0.59M
Receivables	4.30M	3.76M	3.95M	4.12M	4.30M	4.51M	4.71M	4.93M	5.13M	5.36M
Prepayments	7.03M	7.03M	7.03M	7.03M	7.03M	7.03M	7.03M	7.03M	7.03M	7.03M
<b>Total Current Assets</b>	<b>48.46M</b>	<b>46.31M</b>	<b>47.67M</b>	<b>50.85M</b>	<b>55.09M</b>	<b>56.73M</b>	<b>60.32M</b>	<b>64.06M</b>	<b>68.09M</b>	<b>72.85M</b>
<b>Non Current Assets</b>										
Land held for development or sale	1.78M	1.78M	1.78M	1.78M	1.78M	1.78M	1.78M	1.78M	1.78M	1.78M
Joint Ventures & Associates	34.72M	35.40M	36.12M	36.84M	37.56M	38.28M	39.00M	39.72M	40.44M	41.16M
Property, plant and equipment	760.13M	779.70M	787.48M	789.71M	808.32M	815.63M	819.42M	844.50M	886.28M	893.59M
Intangible assets	0.11M	0.07M	0.03M	0.01M	0.01M	0.01M	0.00M	0.00M	0.00M	0.00M
Capital works in progress	31.28M	31.28M	31.28M	31.28M	31.28M	31.28M	31.28M	31.28M	31.28M	-
Other non-current assets	14.74M	14.74M	14.74M	14.74M	14.74M	14.74M	14.74M	14.74M	14.74M	14.74M
<b>Total Non Current Assets</b>	<b>842.76M</b>	<b>862.97M</b>	<b>871.43M</b>	<b>874.36M</b>	<b>893.68M</b>	<b>901.71M</b>	<b>906.22M</b>	<b>932.01M</b>	<b>943.24M</b>	<b>951.27M</b>
<b>TOTAL ASSETS</b>	<b>891.22M</b>	<b>909.28M</b>	<b>919.10M</b>	<b>925.21M</b>	<b>948.77M</b>	<b>958.44M</b>	<b>966.54M</b>	<b>996.08M</b>	<b>1011.33M</b>	<b>1024.12M</b>
<b>Current Liabilities</b>										
Trade and other payables	7.42M	5.53M	5.61M	5.98M	6.32M	6.49M	6.71M	7.00M	7.26M	7.52M
Borrowings	-	-	-	-	-	-	-	-	-	-
Employee payables/provisions	8.42M	8.51M	8.59M	8.68M	8.77M	8.85M	8.94M	9.03M	9.12M	9.21M
Other provisions	2.17M	2.19M	2.21M	2.23M	2.25M	2.28M	2.30M	2.32M	2.34M	2.37M
Other current liabilities	6.21M	6.21M	6.21M	6.21M	6.21M	6.21M	6.21M	6.21M	6.21M	6.21M
<b>Total Current Liabilities</b>	<b>24.22M</b>	<b>22.44M</b>	<b>22.63M</b>	<b>23.11M</b>	<b>23.55M</b>	<b>23.84M</b>	<b>24.16M</b>	<b>24.57M</b>	<b>24.94M</b>	<b>25.31M</b>
<b>Non Current Liabilities</b>										
Trade and other payables	3.26M	3.26M	3.26M	3.26M	3.26M	3.26M	3.26M	3.26M	3.26M	3.26M
Borrowings	-	-	-	-	-	-	-	-	-	-
Employee payables/provisions	0.24M	0.26M	0.27M	0.28M	0.30M	0.31M	0.32M	0.33M	0.34M	0.35M
Other provisions	43.66M	43.66M	43.62M	43.60M	43.58M	43.55M	43.53M	43.51M	43.48M	43.46M
<b>Total Non Current Liabilities</b>	<b>47.17M</b>	<b>47.16M</b>	<b>47.15M</b>	<b>47.15M</b>	<b>47.14M</b>	<b>47.13M</b>	<b>47.12M</b>	<b>47.10M</b>	<b>47.09M</b>	<b>47.08M</b>
<b>TOTAL LIABILITIES</b>	<b>71.39M</b>	<b>69.60M</b>	<b>69.78M</b>	<b>70.25M</b>	<b>70.69M</b>	<b>70.96M</b>	<b>71.28M</b>	<b>71.67M</b>	<b>72.03M</b>	<b>72.39M</b>
<b>Net community assets</b>	<b>819.83M</b>	<b>839.68M</b>	<b>849.32M</b>	<b>854.95M</b>	<b>878.08M</b>	<b>887.48M</b>	<b>895.26M</b>	<b>924.41M</b>	<b>939.30M</b>	<b>951.73M</b>
<b>Community Equity</b>										
Asset revaluation reserve	356.23M	372.15M	374.88M	375.38M	393.41M	396.55M	397.05M	417.75M	421.33M	421.83M
Retained surplus (deficiency)	463.60M	467.53M	474.44M	479.58M	484.67M	490.93M	498.21M	506.66M	517.97M	529.90M
<b>TOTAL COMMUNITY EQUITY</b>	<b>819.83M</b>	<b>839.68M</b>	<b>849.32M</b>	<b>854.95M</b>	<b>878.08M</b>	<b>887.48M</b>	<b>895.26M</b>	<b>924.41M</b>	<b>939.30M</b>	<b>951.73M</b>

**Lockyer Valley Regional Council**  
**2023/2024 Budget and Long Term Financial Forecast**  
**Statement of Cash Flows**

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Cash flows from operating activities:</b>										
Receipts from customers	81.66M	69.09M	71.88M	75.10M	78.50M	82.05M	85.84M	89.84M	93.69M	97.66M
Payment to suppliers and employees	(70.37M)	(58.40M)	(57.96M)	(60.97M)	(64.25M)	(66.51M)	(68.98M)	(71.93M)	(74.97M)	(77.81M)
Interest received	2.59M	2.05M	2.08M	2.19M	2.34M	2.46M	2.58M	2.73M	2.89M	3.07M
Finance costs	(0.30M)	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-
<b>Net cash inflow (outflow) from operating activities</b>	<b>13.58M</b>	<b>12.73M</b>	<b>15.99M</b>	<b>16.32M</b>	<b>16.59M</b>	<b>17.99M</b>	<b>19.44M</b>	<b>20.63M</b>	<b>21.61M</b>	<b>22.93M</b>
<b>Cash flows from investing activities:</b>										
Payments for property, plant and equipment	(70.83M)	(18.73M)	(20.76M)	(18.26M)	(17.66M)	(21.97M)	(21.91M)	(23.60M)	(24.75M)	(25.74M)
Subsidies, donations and contributions for new capital expenditure	49.00M	3.00M	4.77M	3.57M	3.90M	4.23M	4.60M	5.03M	5.47M	5.97M
Proceeds from sale of property, plant and equipment	0.42M	0.30M	0.26M	0.48M	0.34M	0.27M	0.34M	0.55M	0.61M	0.46M
Net transfer (to) from cash investments	1.17M	1.08M	0.90M	0.90M	0.90M	0.90M	0.90M	0.90M	0.90M	0.90M
<b>Net cash inflow (outflow) from investing activities</b>	<b>(20.23M)</b>	<b>(14.34M)</b>	<b>(14.83M)</b>	<b>(13.32M)</b>	<b>(12.53M)</b>	<b>(16.56M)</b>	<b>(16.07M)</b>	<b>(17.11M)</b>	<b>(17.77M)</b>	<b>(18.41M)</b>
<b>Cash flows from financing activities:</b>										
Proceeds from borrowings	(12.25M)	-	-	-	-	-	-	-	-	-
Repayment of borrowings	-	-	-	-	-	-	-	-	-	-
<b>Net cash inflow (outflow) from financing activities</b>	<b>(12.25M)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net increase (decrease) in cash and cash equivalents held</b>	<b>(18.89M)</b>	<b>(1.61M)</b>	<b>1.17M</b>	<b>3.01M</b>	<b>4.06M</b>	<b>1.44M</b>	<b>3.37M</b>	<b>3.53M</b>	<b>3.84M</b>	<b>4.52M</b>
Cash at beginning of reporting period	55.43M	36.54M	34.93M	36.09M	39.10M	43.16M	44.60M	47.97M	51.50M	55.34M
<b>Cash and cash equivalents at end of the financial year</b>	<b>36.54M</b>	<b>34.93M</b>	<b>36.09M</b>	<b>39.10M</b>	<b>43.16M</b>	<b>44.60M</b>	<b>47.97M</b>	<b>51.50M</b>	<b>55.34M</b>	<b>59.86M</b>

**Lockyer Valley Regional Council**  
**2023/2024 Budget and Long Term Financial Forecast**  
**Statement of Changes in Equity**

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Asset revaluation surplus</b>										
Opening balance	355.73M	356.23M	372.15M	374.88M	375.38M	393.41M	396.55M	397.05M	417.75M	421.33M
Increase in asset revaluation surplus	0.50M	15.92M	2.73M	0.50M	18.03M	3.14M	0.50M	20.70M	3.59M	0.50M
<b>Closing balance</b>	<b>356.23M</b>	<b>372.15M</b>	<b>374.88M</b>	<b>375.38M</b>	<b>393.41M</b>	<b>396.55M</b>	<b>397.05M</b>	<b>417.75M</b>	<b>421.33M</b>	<b>421.83M</b>
<b>Retained surplus</b>										
Opening balance	412.88M	463.60M	467.53M	474.44M	479.58M	484.67M	490.93M	498.21M	506.66M	517.97M
Net result	50.72M	3.93M	6.91M	5.14M	5.09M	6.26M	7.28M	8.45M	11.31M	11.93M
<b>Closing balance</b>	<b>463.60M</b>	<b>467.53M</b>	<b>474.44M</b>	<b>479.58M</b>	<b>484.67M</b>	<b>490.93M</b>	<b>498.21M</b>	<b>506.66M</b>	<b>517.97M</b>	<b>529.90M</b>
<b>Total</b>										
Opening balance	768.61M	819.83M	839.68M	849.32M	854.95M	878.08M	887.48M	895.26M	924.41M	939.30M
Net result	50.72M	3.93M	6.91M	5.14M	5.09M	6.26M	7.28M	8.45M	11.31M	11.93M
Increase in asset revaluation surplus	0.50M	15.92M	2.73M	0.50M	18.03M	3.14M	0.50M	20.70M	3.59M	0.50M
<b>Closing balance</b>	<b>819.83M</b>	<b>839.68M</b>	<b>849.32M</b>	<b>854.95M</b>	<b>878.08M</b>	<b>887.48M</b>	<b>895.26M</b>	<b>924.41M</b>	<b>939.30M</b>	<b>951.73M</b>



**Locker Valley Regional Council**  
**2023/2024 Budget and Long Term Financial Forecast**  
**Relevant Measures of Financial Sustainability**

	Target	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Average
Operating Surplus Ratio (Net Operating Surplus / Total Operating Revenue) (%)	Between 0% and 10%	1.8%	0.6%	2.2%	1.3%	0.8%	1.7%	2.4%	3.1%	5.3%	5.3%	2.5%
Net Financial Asset / Liability Ratio (Total Liabilities - Current Assets) / Total Operating Revenue	<= 60%	27.6%	32.2%	29.2%	24.5%	18.9%	16.5%	12.1%	8.1%	4.0%	-0.4%	17.3%
Asset Sustainability Ratio (Capital Expenditure on the Replacement of Assets (renewals) / Depreciation Expense)	>90%	373.5%	88.0%	94.6%	93.3%	94.8%	98.8%	109.8%	114.4%	129.3%	125.3%	132.2%
Cash Expense Cover Ratio	Target >3	6.5	7.4	7.4	7.6	8.0	8.0	8.3	8.5	8.8	9.2	Average 8.0
Number of months of operations supported by cash												

LOCKYER VALLEY REGIONAL COUNCIL  
For Period Ended March, 2024

## CAPITAL WORKS PROGRAM

## INFRASTRUCTURE

## Cost Centre: Parks &amp; Open Spaces

## Program: Parks and Open Spaces Projects

	Budget	Total (includes committed costs)	Remaining Budget	Amendment to Adopted Budget	Final Amended 23- 24 Capital Works Budget	Total Amount of Funding	Council Contribution
Anzac Park Works and Shade Sail	80,000	59,380	20,620		80,000	-	80,000
BBQ Replacement Upper Grantham Parklands	16,500	10,402	6,098		16,500	-	16,500
Jean Biggs Design for Park Upgrade	24,000	24,200	(200)		24,000	-	24,000
Jean Biggs Disability Parking	28,000	27,740	260		28,000	-	28,000
Narda Lagoon BBQ Insurance Repairs May Event	-	9,540	(9,540)	9,540	9,540	9,540	-
Park Entrance Statement Renewal	12,000	11,051	949		12,000	-	12,000
Park Playground Surfacing Improvements	110,000	83,005	26,995	(15,000)	95,000	-	95,000
Park Seating Renewal	22,550	16,881	5,669		22,550	-	22,550
Park Table Setting Renewals	34,500	35,521	(1,021)		34,500	-	34,500
Ropehill Community Sport Centre Shade Shelter	13,000	-	13,000		13,000	-	13,000
<b>Parks and Open Spaces Projects Total</b>	<b>340,550</b>	<b>277,720</b>	<b>62,830</b>	<b>(5,460)</b>	<b>335,090</b>	<b>9,540</b>	<b>325,550</b>

## Cost Centre: Capital Program Delivery

## Program: Bridge Renewal Programme

Clarke's Bridge, Thornton (LRRG)	242,000	78,865	163,135	(163,134)	78,866	78,866	-
Mahon Bridge (BRP)	1,000,000	759,215	240,785	-	1,000,000	1,000,000	-
Steinke's Bridge (LRRG)	100,000	120,283	(20,283)	20,283	120,283	119,984	299
<b>Bridge Renewal Programme Projects Total</b>	<b>1,342,000</b>	<b>958,363</b>	<b>383,637</b>	<b>(142,851)</b>	<b>1,199,149</b>	<b>1,198,850</b>	<b>299</b>

	Budget	Total (includes committed costs)	Remaining Budget	Amendment to Adopted Budget	Final Amended 23- 24 Capital Works Budget	Total Amount of Funding	Council Contribution
<i>Program: Future Design Works Programme</i>							
23/24 Culvert Renewal Program	-	55,634	(55,634)	-	-	-	-
23/24 Floodway Renewal Program	-	1,352	(1,352)	-	-	-	-
Biggs Road, Withcott	-	72,139	(72,139)	-	-	-	-
Douglas McInnes Drive	-	70,183	(70,183)	-	-	-	-
Footpath Missing Links - Fairway Drive	-	2,333	(2,333)	-	-	-	-
Footpath Missing Links - Jones Road	-	1,161	(1,161)	-	-	-	-
Future Design - Footpath Renewal	-	3,927	(3,927)	-	-	-	-
Future Project Design-Budget Only	400,000	-	400,000	151,483	551,483	-	551,483
Gehrke Road, Plainland	-	27,977	(27,977)	-	-	-	-
John Street South, Laidley	-	70,277	(70,277)	-	-	-	-
Jubilee Street, Gatton	-	9,489	(9,489)	-	-	-	-
Laidley CBD Accessibility Review	-	88	(88)	-	-	-	-
Lyne Road, Morton Vale	-	517	(517)	-	-	-	-
Mary Street, Laidley	-	9,702	(9,702)	-	-	-	-
William St, Forest Hill (Future Design)	-	762	(762)	-	-	-	-
William Street, Gatton	-	(570)	570	-	-	-	-
<b>Future Design Works Programme Projects Total</b>	<b>400,000</b>	<b>324,972</b>	<b>75,028</b>	<b>151,483</b>	<b>551,483</b>	<b>-</b>	<b>551,483</b>
<i>Program: Gravel Resheet Programme</i>							
Gravel Resheet Program for 23/24	750,000	621,668	128,332	-	750,000	-	750,000
<b>Gravel Resheet Programme Projects Total</b>	<b>750,000</b>	<b>621,668</b>	<b>128,332</b>	<b>-</b>	<b>750,000</b>	<b>-</b>	<b>750,000</b>

	Budget	Total (includes committed costs)	Remaining Budget	Amendment to Adopted Budget	Final Amended 23- 24 Capital Works Budget	Total Amount of Funding	Council Contribution
<b>Program: Other Infrastructure Projects</b>							
Bridge Improvements	100,000	54,063	45,937		100,000	-	100,000
Forest Avenue Drainage	25,000	17,985	7,015		25,000	-	25,000
Gatton Central Drainage Upgrade - Design	440,000	290,543	149,457	-	440,000	-	440,000
Gehrke Road/Lorikeet Road (BS)	-	7,238	(7,238)	7,238	7,238	-	7,238
Lake Apex Car Park	45,000	38,723	6,277	3,141	48,141	-	48,141
Lockyer Creek Rd Helidon Profile (LRCl4)	184,000	356	183,644	(89,000)	95,000	95,000	-
Edgerton Drive, Plainland (LRCl4)	200,000	32,568	167,432	54,000	254,000	194,760	59,240
Ropehill Road, Upper Tenthill (LRCl4)	80,000	118,745	(38,745)	95,000	175,000	175,000	-
Spa Water Rd Reconstruction (LRCl4)	130,000	356	129,644	(60,000)	70,000	70,000	-
Postmans Ridge Road Rehabilitation	120,000	144,007	(24,007)	25,183	145,183	-	145,183
Spencer & Maitland (Black Spot 22/23)	-	26,585	(26,585)	26,585	26,585	-	26,585
Survey Equipment	30,000	12,060	17,940	-	30,000	-	30,000
Tenthill Ropeley Rockside Steinhardt (TIDS)	200,000	56,329	143,671	-	200,000	-	200,000
<b>Other Infrastructure Projects Total</b>	<b>1,554,000</b>	<b>799,560</b>	<b>754,440</b>	<b>62,147</b>	<b>1,616,147</b>	<b>534,760</b>	<b>1,081,387</b>
<b>Program: Pavement Renewal Programme</b>							
Pavement Rehab A/C Replacement	200,000	132,731	67,269	(67,302)	132,698	-	132,698
Saturated Pavement Crowley Vale Rd(LRRG)	400,800	580,009	(179,209)	143,150	543,950	543,950	-
<b>Pavement Renewal Programme Projects Total</b>	<b>600,800</b>	<b>712,740</b>	<b>(111,940)</b>	<b>75,848</b>	<b>676,648</b>	<b>543,950</b>	<b>132,698</b>
<b>Program: Pavement Widening Programme</b>							
Woodlands Rd (Schroeders Rd Bends) TIDS	1,600,000	487,901	1,112,099		1,600,000	763,159	836,841
<b>Pavement Widening Programme Projects Total</b>	<b>1,600,000</b>	<b>487,901</b>	<b>1,112,099</b>	<b>-</b>	<b>1,600,000</b>	<b>763,159</b>	<b>836,841</b>
<b>Program: Seal Renewal Programme</b>							
23/24 Bitumen Reseal Program (RTR)	1,700,000	1,557,759	142,242		1,700,000	927,079	772,921
<b>Seal Renewal Programme Projects Total</b>	<b>1,700,000</b>	<b>1,557,759</b>	<b>142,242</b>	<b>-</b>	<b>1,700,000</b>	<b>927,079</b>	<b>772,921</b>

Cost Centre: DRFA New Event - REPA				Total (includes committed costs)	Remaining Budget	Amendment to Adopted Budget	Final Amended 23- 24 Capital Works Budget	Total Amount of Funding	Council Contribution
Program: REPA Programme									
DRFA - Feb 2022 - Fred Thomas Pedestrian Bridge	-	472	(472)	-	-	-	-	-	-
DRFA - Feb 2022 - Unsealed Zone 9	-	-	-	-	-	-	-	-	-
DRFA - Feb 2022 - Unsealed Zone 3	-	4,850	(4,850)	-	-	-	-	-	-
DRFA - Feb 2022 - Unsealed Zone 8, pt 2	-	-	-	-	-	-	-	-	-
DRFA - Feb 2022 - Unsealed Zone 8, pt 1	-	-	-	-	-	-	-	-	-
DRFA - Feb 2022 - Sealed Zones 1, 2 & 3	-	346,190	(346,190)	-	-	-	-	-	-
DRFA - Feb 2022 - Unsealed Zone 10, pt 1	-	510,502	(510,502)	-	-	-	-	-	-
DRFA - Feb 2022 - Old Laidley Forest Hill Road	-	111,916	(111,916)	-	-	-	-	-	-
DRFA - Feb 2022 - Unsealed Zone 4, pt 1	-	529,009	(529,009)	-	-	-	-	-	-
DRFA - Feb 2022 - Unsealed Zone 4, pt 2	-	561,352	(561,352)	-	-	-	-	-	-
DRFA - Feb 2022 - Unsealed Zone 11	-	134,234	(134,234)	-	-	-	-	-	-
DRFA - Feb 2022 - Pipe Cleanouts	-	29,461	(29,461)	-	-	-	-	-	-
DRFA - Feb 2022 - Berlin Road Landslip	-	3,288,036	(3,288,036)	-	-	-	-	-	-
DRFA - Feb 2022 - Sealed Zone 9	-	262,153	(262,153)	-	-	-	-	-	-
DRFA - Feb 2022 - Sealed Zone 5	-	341,197	(341,197)	-	-	-	-	-	-
DRFA - Feb 2022 - Adare Road Floodway	-	275,147	(275,147)	-	-	-	-	-	-
DRFA - Feb 2022 - Guardrail Repairs	-	6,372	(6,372)	-	-	-	-	-	-
DRFA - Feb 2022 - Sealed Zone 4	-	210,709	(210,709)	-	-	-	-	-	-
DRFA - Feb 2022 - Sealed Zone 3	-	177,348	(177,348)	-	-	-	-	-	-
DRFA - Feb 2022 - Brightview Road REPA	-	141,407	(141,407)	-	-	-	-	-	-
DRFA - Feb 2022 - Brightview Road BETTERMENT	-	2,005,672	(2,005,672)	-	-	-	-	-	-
DRFA - Feb 2022 - Sealed Zone 11	-	177,237	(177,237)	-	-	-	-	-	-
DRFA - Feb 2022 - Sealed Zone 1	-	682,864	(682,864)	-	-	-	-	-	-
DRFA - Feb 2022 - Unsealed Zone 5	-	493,378	(493,378)	-	-	-	-	-	-
DRFA - Feb 2022 - Unsealed Zone 6	-	949,018	(949,018)	-	-	-	-	-	-
DRFA - Feb 2022 - Unsealed Zone 10, pt 2	-	234,649	(234,649)	-	-	-	-	-	-
DRFA - Feb 2022 - Sealed Zone 10	-	268,429	(268,429)	-	-	-	-	-	-
DRFA - Feb 2022 - Rockmount Road CH 3220	-	72,627	(72,627)	-	-	-	-	-	-
DRFA - Feb 2022 - Crans Road Floodway	-	641,553	(641,553)	-	-	-	-	-	-
DRFA - Feb 2022 - Unsealed Zone 8	-	1,005,318	(1,005,318)	-	-	-	-	-	-
DRFA - Feb 2022 - Sealed Zone 10, pt 3	-	568,297	(568,297)	-	-	-	-	-	-
DRFA - Feb 2022 - Sealed Zone 2	-	545,412	(545,412)	-	-	-	-	-	-
DRFA - Feb 2022 - Sealed Zone 6	-	250,451	(250,451)	-	-	-	-	-	-
DRFA - Feb 2022 - Sealed Zone 7	-	259,244	(259,244)	-	-	-	-	-	-
DRFA - Feb 2022 - Unsealed Zone 7	-	1,102,812	(1,102,812)	-	-	-	-	-	-
DRFA - Feb 2022 - Flagstone Creek Road Rockfall	-	212,572	(212,572)	-	-	-	-	-	-

	Budget	Total (includes committed costs)	Remaining Budget	Amendment to Adopted Budget	Final Amended 23- 24 Capital Works Budget	Total Amount of Funding	Council Contribution
DRFA - Feb 2022 - Floodway Approaches	-	811,500	(811,500)	-	-	-	-
DRFA - Feb 2022 - Roches Road CH 1250	-	90,476	(90,476)	-	-	-	-
DRFA - Feb 2022 - Final All Zones Submission	-	519,724	(519,724)	-	-	-	-
DRFA - Feb 2022 - Steinke's Bridge REPA	-	186,889	(186,889)	-	-	-	-
DRFA - Feb 2022 - Litfins Road Floodway	-	32,478	(32,478)	-	-	-	-
DRFA - Feb 2022 - REPA Project Mgt	-	775,492	(775,492)	-	-	-	-
DRFA - May 2022 - Litfins Bridge	-	6,319,396	(6,319,396)	-	-	-	-
DRFA - May 2022 - East Egypt Road Landslip	-	3,075,206	(3,075,206)	-	-	-	-
DRFA - May 2022 - Mountain View Drive Landslip	-	856,120	(856,120)	-	-	-	-
DRFA - May 2022 - East Egypt Road Landslip, site 3	-	1,279,734	(1,279,734)	-	-	-	-
REPA (Holding Project)	34,976,268	-	34,976,268	-	34,976,268	34,976,268	0
<b>REPA Programme Projects Total</b>	<b>34,976,268</b>	<b>30,346,902</b>	<b>4,629,366</b>	<b>-</b>	<b>34,976,268</b>	<b>34,976,268</b>	<b>0</b>
<b>Program: REPA Complementary Works Programme</b>							
Complementary Works (Holding Project)	2,250,000	-	2,250,000	-	2,250,000	-	2,250,000
DRFA - Feb 2022 - Comp Works Sealed	-	292,354	(292,354)	-	-	-	-
DRFA - Feb 2022 - Comp Works Unsealed	-	562,116	(562,116)	-	-	-	-
<b>REPA Complementary Works Programme Projects Total</b>	<b>2,250,000</b>	<b>854,470</b>	<b>1,395,530</b>	<b>-</b>	<b>2,250,000</b>	<b>-</b>	<b>2,250,000</b>
<b>Cost Centre: Fleet</b>							
<b>Program: Fleet Projects</b>							
2023/2024 Fleet Purchases	4,914,992	1,719,531	3,195,461	-	4,914,992	400,000	4,514,992
21/22 Trailers Replacement	-	248,551	(248,551)	-	-	-	-
21/22 Trucks Replacement	-	360,531	(360,531)	-	-	-	-
22/23 Earthmoving Equipment	-	541,900	(541,900)	-	-	-	-
22/23 Light Commercial	-	70,479	(70,479)	-	-	-	-
22/23 Light Trucks	-	763,531	(763,531)	-	-	-	-
22/23 Mowers	-	154,795	(154,795)	-	-	-	-
22/23 Passenger Vehicles	-	156,467	(156,467)	-	-	-	-
22/23 Trucks	-	351,503	(351,503)	-	-	-	-
Diagnostic Scan Tool	20,000	15,700	4,300	(560,000)	20,000	-	20,000
Materials Handler - Waste	560,000	-	560,000	-	-	-	-
Pit Cover Depot Workshop	20,000	-	20,000	-	-	-	20,000
Street Sweeper	-	-	-	207,791	207,791	207,791	-
<b>Fleet Projects Total</b>	<b>5,514,992</b>	<b>4,382,988</b>	<b>1,132,004</b>	<b>(352,209)</b>	<b>5,162,783</b>	<b>607,791</b>	<b>4,554,992</b>

	Budget	Total (includes committed costs)	Remaining Budget	Amendment to Adopted Budget	Final Amended 23- 24 Capital Works Budget	Total Amount of Funding	Council Contribution	
Cost Centre: Cemetery								
Program: Cemetery Projects								
Forest Hill Cemetery Seam Strip Installation	38,000	23,065	14,935	-	38,000	-	38,000	
Gatton Cemetery Seam Strip Installation	51,000	65,015	(14,015)	15,000	66,000	-	66,000	
Laidley Cemetery Columbarium	50,000	42,561	7,439	-	50,000	-	50,000	
Laidley Cemetery Seating	10,000	7,467	2,533	-	10,000	-	10,000	
New Lowering Device	14,000	9,567	4,433	-	14,000	-	14,000	
Cemetery Projects Total	163,000	147,675	15,325	15,000	178,000	-	178,000	
Cost Centre: Camping Grounds								
Program: Camping Grounds Projects								
Disabled Toilet Lake Dyer	21,021	-	21,021	-	21,021	-	21,021	
Renovation of Amenities Block Lake Dyer	245,000	178,787	66,213	-	245,000	-	245,000	
Camping Grounds Projects Total	266,021	178,787	87,234	-	266,021	-	266,021	
Cost Centre: Facilities								
Program: Facilities Projects								
Accessibility Improvements (LRCl4)	857,079	50,844	806,235	-	857,079	857,079	-	
Alex Geddes Hall Upgrade (BSBR)	662,256	711,422	(49,166)	221,153	883,409	662,256	221,153	
Das Neumann Haus Stage 2 Prevention Safety Works	25,000	8,232	16,768	-	25,000	-	25,000	
Electrical Upgrades	12,248	2,448	9,800	(9,800)	2,448	-	2,448	
Facilities Equipment Replacement	50,000	9,562	40,438	(34,736)	15,264	-	15,264	
Fuel Tank Decommissioning Gatton Depot	20,000	9,355	10,645	-	20,000	-	20,000	
Gatton Depot Fuel Tank	1,175	1,175	(0)	-	1,175	-	1,175	
Gatton Equestrian Centre Stage 1 Multi Year Project	291,893	385	291,508	(291,508)	385	-	385	
Gatton Shire Hall External Cladding and Gutters	307,000	56,342	250,658	(253,441)	53,559	-	53,559	
Half Court Basketball Court Lake Apex	80,000	21,149	58,851	-	80,000	-	80,000	
Laidley IGA Car park	6,224	6,224	(0)	-	6,224	-	6,224	
Laidley Saleyards Environmental (SEQCSP)	76,000	70,112	5,888	-	76,000	12,000	64,000	
Replace Furniture Community & Recreational Facilities	23,000	-	23,000	(23,000)	-	-	-	
Roof Height Safety System Upgrades	-	35,945	(35,945)	35,945	35,945	-	35,945	
Storm Event Nov 2023 - Laidley Cultural Centre Insurance	-	15,288	(15,288)	15,288	15,288	-	15,288	
LVAC Chlorine Granulator Replacement	-	-	-	22,000	22,000	-	22,000	
Watermain Renewal Laidley Showgrounds	100,000	29,117	70,883	-	100,000	-	100,000	
Withcott Sports Centre Floor Repairs	151,000	142,200	8,800	(8,800)	142,200	-	142,200	
Facilities Projects Total	2,662,875	1,169,801	1,493,074	(326,899)	2,335,976	1,531,335	804,641	
Total for Group	\$ 54,120,506	\$ 42,821,306	\$ 11,299,200	-\$	522,941	\$ 53,597,565	\$ 41,092,732	\$ 12,504,833



## PEOPLE AND BUSINESS PERFORMANCE

	Budget	Total (includes committed costs)	Remaining Budget	Amendment to Adopted Budget	Final Amended 23- 24 Capital Works Budget	Total Amount of Funding	Council Contribution
<b>Cost Centre: Governance and Property</b>							
<i>Program: Legal Services Projects</i>							
Realignment, Subdivide, Sale Tryhorn St	500,000	58,993	441,007	164,000	664,000	-	664,000
Subdivision Gattton Saleyards	98,718	82,519	16,200	150,000	248,718	-	248,718
<b>Legal Services Projects Total</b>	<b>598,718</b>	<b>141,512</b>	<b>457,206</b>	<b>314,000</b>	<b>912,718</b>	<b>-</b>	<b>912,718</b>
<b>Cost Centre: Information Communication Technology</b>							
<i>Program: Information Communication Technology Projects</i>							
22/23 LVCC Audio Visual Renewals	160,000	1,278	158,722		160,000	-	160,000
Backup Hardware Renewals	18,000	18,599	(599)		18,000	-	18,000
Body Camera Renewals	34,500	947	33,553		34,500	-	34,500
Library People Counter Renewals	10,500	-	10,500		10,500	-	10,500
Network Switch Renewals	21,500	15,001	6,499		21,500	-	21,500
Printer Fleet Renewals	154,000	150,744	3,256		154,000	-	154,000
UPS Renewal	38,706	16,015	22,691		38,706	-	38,706
End Point Hardware Renewals		20,071	(20,071)	20,000	20,000	-	20,000
Firewalls for Waste Systems				11,500	11,500	-	11,500
<b>Information Communication Technology Projects Total</b>	<b>437,206</b>	<b>222,654</b>	<b>214,552</b>	<b>31,500</b>	<b>468,706</b>	<b>-</b>	<b>468,706</b>
<b>Cost Centre: Waste Disposal</b>							
<i>Program: Waste Disposal Projects</i>							
Laidley Leachate Tank Replacement	125,000	-	125,000		125,000	-	125,000
<b>Waste Disposal Projects Total</b>	<b>125,000</b>	<b>-</b>	<b>125,000</b>	<b>-</b>	<b>125,000</b>	<b>-</b>	<b>125,000</b>
<b>Cost Centre: Transfer Stations</b>							
<i>Program: Transfer Station Projects</i>							
Gatton Landfill Cell 5 (SEOCSP)	2,633,415	2,112,339	521,076	(500,000)	2,133,415	463,416	1,669,999
Materials Recovery Facility Asphalt Replacement	32,990	-	32,990		32,990	-	32,990
Materials Recovery Facility Fire Systems	51,301	-	51,301		51,301	-	51,301
Old Gatton Landfill Capping	8,550	-	8,550		8,550	-	8,550
MRF Equipment				50,000	50,000	-	50,000
<b>Transfer Station Projects Total</b>	<b>2,726,256</b>	<b>2,112,339</b>	<b>613,917</b>	<b>(450,000)</b>	<b>2,276,256</b>	<b>463,416</b>	<b>1,812,840</b>



	Budget	Total (includes committed costs)	Remaining Budget	Amendment to Adopted Budget	Final Amended 23- 24 Capital Works Budget	Total Amount of Funding	Council Contribution
<b>Program: Waste Disposal Projects</b>							
Asphalt extension rear of Material Recovery Facility (MRF)	70,000	-	70,000		70,000	-	70,000
<b>Waste Disposal Projects Total</b>	70,000	-	70,000	-	70,000	-	70,000
<b>Cost Centre: Public Order &amp; Safety</b>							
<b>Program: Public Order and Safety Projects</b>							
CCTV Hardware Renewals	151,000	51,546	99,454	(17,000)	134,000	-	134,000
<b>Public Order and Safety Projects Total</b>	151,000	51,546	99,454	(17,000)	134,000	-	134,000
<b>Total for Group</b>	<b>\$ 4,108,180</b>	<b>\$ 2,528,052</b>	<b>\$ 1,580,128</b>	<b>-\$</b>	<b>121,500</b>	<b>\$ 3,986,680</b>	<b>\$ 463,416    \$ 3,523,264</b>
<b>COMMUNITY AND REGIONAL PROSPERITY</b>							
<b>Cost Centre: Regional Development</b>							
<b>Program: Regional Developments Projects</b>							
Mountain Bike Trail Hub Structure	450,000	1,500	448,500		450,000	-	450,000
Strategic Land Acquisition	3,163,096	2,637,219	525,877		3,163,096	-	3,163,096
<b>Regional Developments Projects Total</b>	3,613,096	2,638,719	974,377	-	3,613,096	-	3,613,096
<b>Cost Centre: Tourism Initiatives</b>							
<b>Program: Tourism Projects</b>							
Forest Hill Recreation Grounds Parking & Viewing Silos	350,000	-	350,000		350,000	-	350,000
LLERP Visitor Experience App				40,000	40,000	40,000	-
<b>Tourism Projects Total</b>	350,000	-	350,000	40,000	390,000	40,000	350,000
<b>Cost Centre: Community Events</b>							
<b>Program: Regional Developments Projects</b>							
Christmas Lighting	70,000	105,213	(35,213)	35,300	105,300	-	105,300
<b>Regional Developments Projects Total</b>	70,000	105,213	(35,213)	35,300	105,300	-	105,300
<b>Cost Centre: Growth &amp; Policy</b>							
<b>Program: Growth and Policy Projects</b>							
Flood Mitigation Kensington Grove	40,000	-	40,000		40,000	-	40,000
Flood Mitigation Options Laidley	75,000	3,750	71,250		75,000	-	75,000
Integrated Land Management Plan Grant (BSBR)	34,000	30,456	3,544		34,000	34,000	-
<b>Growth and Policy Projects Total</b>	149,000	34,206	114,794	-	149,000	34,000	115,000

Total (includes committed costs)				Remaining Budget	Amendment to Adopted Budget	Final Amended 23- 24 Capital Works Budget	Total Amount of Funding	Council Contribution
Budget								
Cost Centre: Community Wellbeing								
Program: Pest Management Projects								
Weed Wiper Herbicide Applicator	7,000	6,359		641		7,000	-	7,000
Pest Management Projects Total	7,000	6,359		641	-	7,000	-	7,000
Cost Centre: Voluntary Home Buy Back								
Program: Voluntary Home Buy-Back								
Voluntary Home Buy Back Scheme	8,400,000	5,632,878		2,767,122		8,400,000	8,400,000	-
Voluntary Home Buy-Back Projects Total	8,400,000	5,632,878		2,767,122	-	8,400,000	8,400,000	-
Total for Group	\$ 12,589,096	\$ 8,417,375	\$ 4,171,721	\$ 75,300	\$ 12,664,396	\$ 8,474,000	\$ 4,190,396	
EXECUTIVE OFFICE								
Cost Centre: Disaster Management								
Program: Disaster Management Projects								
DM Donga Interconnecting Roof	29,300	23,239	6,061	(6,061)	23,239	-	23,239	-
Flood Intelligence Infrastructure	28,490	-	28,490	(28,490)	-	-	-	-
Flood Warning System Upgrade	40,000	-	40,000		40,000	-	40,000	-
QRRRF Flood Cameras & Electronic Signage	582,000	534,964	47,036	(68,214)	513,786	513,786	513,786	-
Disaster Management Projects Total	679,790	558,203	121,587	(102,765)	577,025	513,786	63,239	
Total for Group	\$ 679,790	\$ 558,203	\$ 121,587	-\$ 102,765	\$ 577,025	\$ 513,786	\$ 63,239	
Total for Council	\$ 71,497,572	\$ 54,324,936	\$ 17,172,636	-\$ 671,906	\$ 70,825,666	\$ 50,543,934	\$ 20,281,732	

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**10.8 Operational Plan 2023-2024 Third Quarter Performance Report**

**Author:** Madonna Brennan, Risk, Audit and Corporate Planning Advisor  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Purpose:**

The purpose of this report is to provide a summary of Council's performance against the Operational Plan 2023-2024 for the period 1 January 2024 to 31 March 2024 (third quarter).

**Officer's Recommendation:**

**THAT Council receive and note the third quarter performance update on the Operational Plan 2023-2024 for the period 1 January 2024 to 31 March 2024.**

**Executive Summary**

Council adopted its Operational Plan 2023-2024 with its Annual Budget on 28 June 2023. The Chief Executive Officer is required to present a written assessment of Council's progress towards implementing the annual Operational Plan at least every three months. The Operational Plan captures Council's activities of strategic significance against the Outcomes and Commitments of the Corporate Plan 2022-2027.

**Proposal**

This report presents the third quarter performance report on the Operational Plan 2023-2024, which is for the period 1 January 2024 to 31 March 2024.

Included with the report is the detailed third quarter performance update. Performance reporting is provided on the status of the performance outcome and budget expenditure for each operational plan activity and collectively for all operational plan activities.

**Previous Council Resolutions**

Special Meeting 28 June 2023 (20-24/0864)

*THAT Council adopt the Operational Plan 2023-2024, as attached to these minutes.*

Ordinary Council Meeting 24 January 2024 (20-24/1007)

*THAT Council receive and note the 2023-2024 Operational Plan second quarter performance report for the period 1 October 2023 to 31 December 2023.*

**Critical Dates**

A written assessment of the Operational Plan 2023-2024 must be provided to Council at least every three months.

**Strategic Implications****Corporate Plan**

Lockyer Leadership and Council - Compliant with legislation

**Finance and Resource**

The financial allocations in the 2023-2024 Budget reflect the deliverables in the Operational Plan. The status of each deliverable in line with budget allocation is included in the attached performance report.

Legislation and Policy

Section 174 (3) of the *Local Government Regulation 2012* requires a progress report on the Operational Plan to be presented at Council meetings.

Risk Management

Key Corporate Risk Code and Category: LCL1

Key Corporate Risk Descriptor: Legal Compliance and Liability

Compliance management – regulatory or contract compliance, litigation, liability and prosecution.

Consultation*Internal Consultation*

Progress reporting on the annual operational plan is completed by council officers responsible for delivering the action items. Completed progress reporting is referred to the Executive Leadership Team to review prior to finalising the detailed performance report.

*Community Engagement*

The third quarter performance update will be published on Council's website for information purposes.

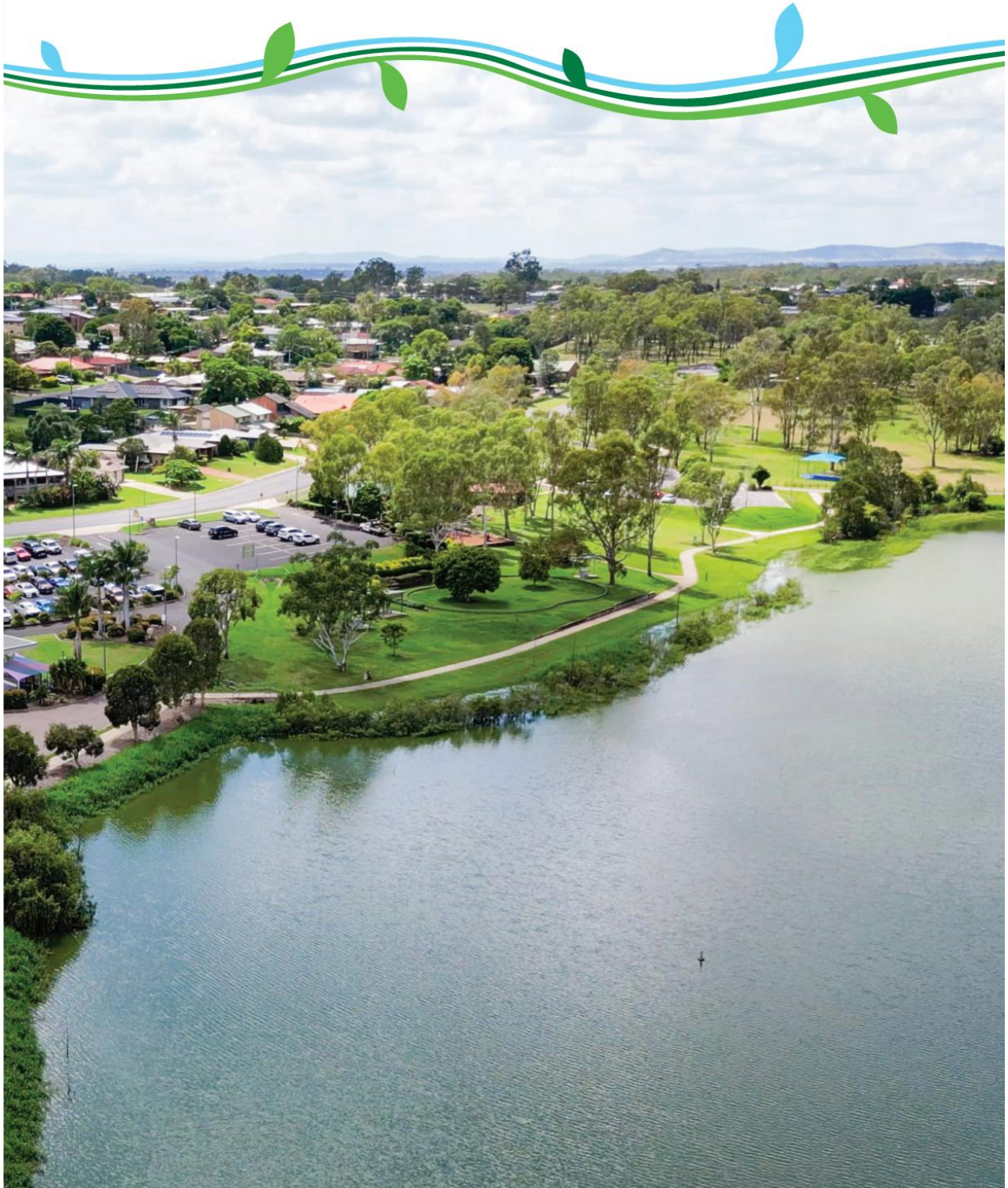
**Attachments**

1 [!\[\]\(a8f9309f944226d1420f5fed22e2b6e6\_img.jpg\)](#) Third Quarter Performance Update 28 Pages



## Lockyer Valley Regional Council | Operational Plan 2023 - 24

# Third Quarter Performance Report





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2. Lockyer Valley Regional Council



## ACKNOWLEDGEMENT OF COUNTRY

Lockyer Valley Regional Council respectfully acknowledges the Traditional Owners, the Yuggera and Ugarapul people as custodians of the region we share. We pay our respects to their elders past, present and emerging and the Aboriginal and Torres Strait Islander Elders of other communities who may live here as the keepers of the traditions, customs, cultures and stories of proud peoples. Lockyer Valley Regional Council is committed to cultivating inclusive environments for all staff, customers, residents and visitors.



Quarterly Operational Plan 2023-24 3.

## INTRODUCTION

The Operational Plan (the Plan) is a strategic document that is developed and adopted annually with the Budget. The Plan captures strategic deliverables for the 2023-24 financial year to ensure Council delivers the Commitments and Outcomes of the Corporate Plan 2022-2027.

The Operational Plan 2023-2024 sets the one year direction for Council. The Plan articulates our deliverables, areas of responsibility, addresses Council's risks and monitors the overall performance of Council.

Section 174 (3) of the Local Government Regulation 2012 includes the requirement for the Chief Executive Officer to present a written assessment of the organisation's progress towards implementing the Operational Plan to Council at meetings of Council at regular intervals of not more than three months. This quarterly performance report on Council's Operational Plan 2023-24 ensures Council meets its legislative responsibilities.

## COMMITMENT TO HUMAN RIGHTS

Council is committed to protecting and promoting human rights by ensuring that human rights are considered in all the work we do – from the decisions we make to the services we provide. This commitment is in accordance with Council's obligations under the *Human Rights Act 2019*.





## VISION, MISSION AND VALUES

### VISION:

We will deliver sustainable services to enhance the liveability of our community while embracing our economic, cultural and natural diversity.

### MISSION:

Lead, engage and empower.

### OUR VALUES:

Values form the basis of our culture. They add meaning to work and they provide a basis for consistent planning and decision making across the organisation. To ensure that staff live our values, every employee of Lockyer Valley Regional Council is expected to demonstrate articulated behaviours in their daily activities and in the way they make decisions. Our values are:



#### LEADERSHIP

We lead through excellence and partner with the community to achieve Council's vision and mission.



#### ACCOUNTABILITY

We accept ownership of our role and take responsibility for our actions. We are results focused, take pride in our successes and efforts and learn from our mistakes.



#### INTEGRITY

We strive to be valued and trusted by the Lockyer Valley community. We are respectful, open, transparent and honest in our dealings with the community. At all times we act in the best interests of the community.



#### COMMUNICATION

We embrace diversity and communicate openly and honestly. We listen actively, consider and value the views of others. Our communication is clear, concise and consistent.



#### CUSTOMER FOCUS

We strive to engage and communicate with our internal and external customers to meet agreed outcomes. We identify and aim to meet the needs of all customers in a responsive and equitable manner.



#### TEAMWORK AND COLLABORATION

We value creative thinking and look for opportunities to collaborate and connect to deliver a better Lockyer Valley. We work together by recognising and sharing our talents, skills, experience and knowledge.



## OUR ROLE

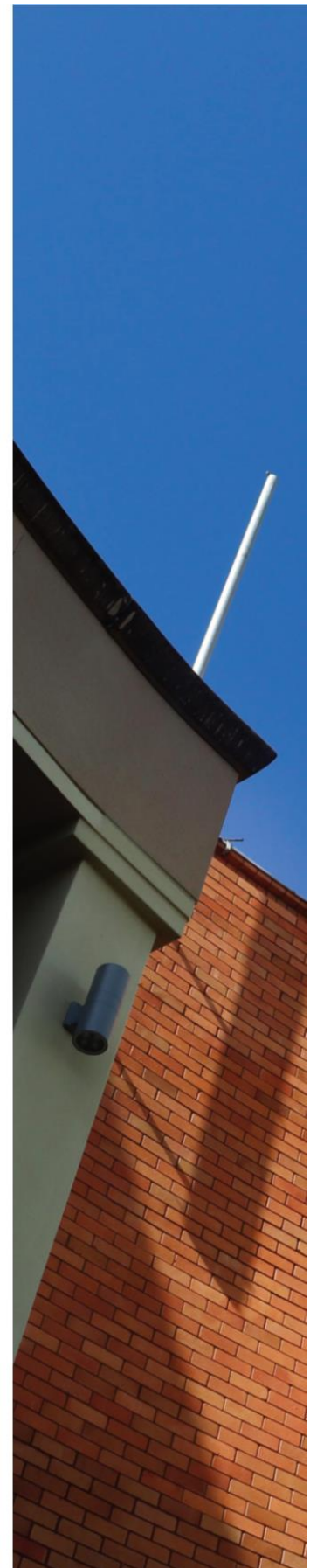
As we work towards our outcomes, we recognise that not all of them can be achieved by Council alone. Council will fulfil a range of roles in working to achieve the outcomes outlined in this plan.

These roles include:

COUNCIL ROLE	DESCRIPTION
<b>Provider</b>	Delivering services
<b>Funder</b>	Funding other parties to deliver services
<b>Regulator</b>	Regulating activities through legislation, local laws or policies
<b>Partner</b>	Forming partnerships and strategic alliances with other parties in the interests of the community
<b>Facilitator</b>	Assisting others to be involved in activities by bringing groups and interested parties together
<b>Advocate</b>	Promoting the interest of the community to other decision makers and influencers



6. Lockyer Valley Regional Council







Quarterly Operational Plan 2023-24 7.

# QUARTERLY HIGHLIGHTS



## LIBRARIES NOW OPEN SATURDAYS

Following the success of the recent Saturday morning trial period at the Gatton Library, Council has moved to continue operating the Gatton Library on Saturdays and has added weekend access to the Laidley Library.

As a Council, we recognise not all library members are able to access the facilities during business hours and Council values providing access to this much-loved service to as many residents as possible.

## COUNCIL REPAYS REMAINING DEBT

Council is now officially debt free as of late February, delivering on the commitment made in December 2023.

A review of Council's cash holdings, which were historically high, as well as future requirements found Council had enough surplus operational funds to pay out the balance of the 'Lockyer Valley Regional Council Other Capital Works' loan, while still having enough cash on hand to cover expenses and any unforeseen events.

The decision to repay the \$12.1M balance owed to the Queensland Treasury Corporation was a priority of the former Council and was made in line with Council's direction to retire debt where prudently possible. High interest rates also made it more attractive to pay down the debt as early as possible.

The funds used to pay out the debt were not able to be used for capital expenditure such as roadworks.

Thanks to Council's responsible financial management and with the loan settled in full, Council is now well-placed to take advantage of any new strategic opportunities that arise.

Council's debt peaked at about \$36M in 2015/2016, with a large portion stemming from the 2011 and 2013 flood recovery. Council has been steadily paying down the debt ever since, making this final repayment a major achievement.

## COUNCIL ON TRACK FOR EARLY COMPLETION OF THE VOLUNTARY HOME BUY-BACK PROGRAM

More flood prone properties in the Lockyer Valley have been demolished or removed as part of the state and federally-funded Voluntary Home Buy-Back (VHBB) program.

In January 2024, Lockyer Valley Regional Council appointed two demolition companies to undertake the demolition, removal and remediation of a further seven properties, in addition to the 17 earmarked last year.

Under the VHBB program to date, there have been 33 valuation inspections undertaken; 30 offers presented; 24 offers accepted, and 24 contracts settled.

Council is tracking well ahead of schedule, with a forecast completion of mid-to-late 2024, nearly two years ahead of the delivery timeframe.

The Queensland Reconstruction Authority (QRA) engaged directly with all impacted councils about the VHBB program to gather flood data and information to identify the most at-risk and vulnerable applicants.

Once an agreement is reached between the QRA and property owner, the property is purchased by the local council, using program funds, and the building demolished or removed. The land is then re-zoned to an appropriate, non-occupied use such as green space.

Thanks to the VHBB program, vulnerable residents are being moved from high-risk locations, further ensuring the safety and security of the Lockyer Valley community.

The VHBB program is jointly funded by the Commonwealth and State Governments under the Disaster Recovery Funding Arrangements, as part of the \$741 million Resilient Homes Fund.

Registrations for the VHBB program closed in June 2023.



8. Lockyer Valley Regional Council



### EMERGENT FLOOD WORKS

Following the severe weather event and flooding in late January, Council's road and infrastructure crews swung into gear and began emergent works to restore safe access across Council's road network.

This included silt and debris removal, bulk fill, emergency repairs to pavement and shoulder scours, pothole patching, light grading and rock placement. Various signs were also repaired.

While the region was thankfully spared the widespread devastation and destruction of past flooding events, roads and infrastructure were impacted, with damage limited to the eastern half of the regional area.

To date, \$1M has been spent on emergent works, of a total committed cost of \$2.156M.

Council has received activation for the event, which means it can access funding to repair the damage through

the Disaster Recovery Funding Arrangements, jointly funded by the Federal and State Governments on a 75/25 split.

Council also spent \$60,000 on pothole patching for the January to March quarter. This is not a true indication of a normal quarter, however, with crews prioritising emergent work activities over pothole patching.



### MAINTENANCE WORKS AND UPGRADES

The region's parks are sporting a suite of new upgrades.

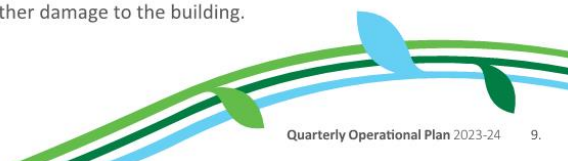
New softfall surfaces have been implemented at playgrounds at Lake Dyer, Laidley, Lions Park, Laidley and Rotary Park, Gatton.

Improvement works, including park table setting and seating renewals, have also been undertaken at Das Neumann Haus, Laidley, Centenary Park, Thornton and Dawson Phipps Park, Gatton.

Two new seam strips were also installed at Forest Hill Cemetery. Seam strips provide a solid base for the headstones at the cemetery and play a vital role in assisting Council to reduce maintenance expenditure at our cemeteries.

In addition, Council undertook internal and external weatherproofing of Gatton Shire Hall in February. The works were necessary due to the deterioration of the cladding, which was allowing moisture to seep into the building during rain events.

The \$370,000 project protected and sealed the facade, eliminating further damage to the building.



# PERFORMANCE STATUS

## MILESTONE STATUS

STATUS		NUMBER
On Track	●	9
In Doubt	●	8
Won't Be Achieved	●	1
Completed within Milestone	✓	2



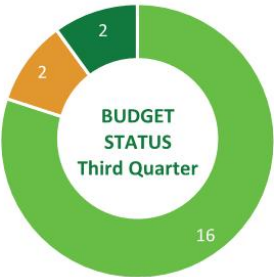
## YEAR TO DATE MILESTONE STATUS COMPARISON

This graph provides a year-to-date comparison of the milestone status of the Operational Plan 2023-2024 activities against previous quarterly performance reports.



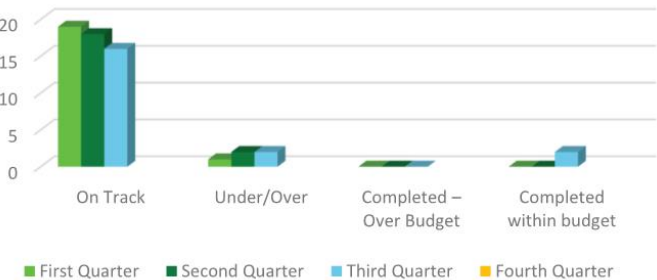
## BUDGET STATUS

STATUS		NUMBER
On Track	●	16
Under/Over	●	2
Completed – Over Budget	●	0
Completed within Budget	✓	2



## YEAR TO DATE BUDGET STATUS COMPARISON

This graph provides a year-to-date comparison of the budget status of the Operational Plan 2023-2024 activities against previous quarterly performance reports.









## LOCKYER COMMUNITY DELIVERABLES

*Our healthy community welcomes the spirited diversity found within our region. Times of hardship highlight our resilience. Our high standards support our quality of life and vibrancy while providing a dynamic and safe place full of opportunity. We strive to build on who we are and all that our region has to offer by connecting business, the community and government.*

A COMMUNITY WITH FAIR AND REASONABLE ACCESS TO SERVICES				
Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Advocate for opportunities to enhance services to the community such as improved regional health facilities and a regional passenger rail network.	<ul style="list-style-type: none"> <li>Maximise opportunities to advocate for improved regional health facilities.</li> <li>Participate in the Toowoomba to Brisbane Passenger Rail Reference Group.</li> <li>Seek to leverage passenger rail services out of the Inland Rail project via environmental impact submissions and project planning forums.</li> </ul>	<p>Where appropriate Council continues to advocate for continues to advocate for improved health and allied services in the region.</p> <p>The Toowoomba to Brisbane Passenger Rail Reference Group has not met for some time. The strategic business case is with the Australian government awaiting consideration.</p> <p>The Inland Rail project is still on pause with the Australian Government and the Australian Rail Track Corporation (ARTC) still seeking to re-define the scope of the project and the necessary budget.</p>	●	●
THE COMMUNITY'S PREPAREDNESS FOR DISASTERS IS IMPROVED THROUGH COMMUNITY EDUCATION, TRAINING AND STRONG PARTNERSHIPS BETWEEN COUNCIL AND OTHER AGENCIES				
Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Commence the implementation of the Council's Disaster Management Framework.	<ul style="list-style-type: none"> <li>Implementation of key components of the Disaster Management Framework completed.</li> </ul>	The Disaster Management Framework has been implemented and functional within Councils disaster management arrangements, undertaken before, during and after, in managing the potential adverse effects of an event including but not limited to arrangements for mitigating, preventing, preparing for, responding to and recovering from an event.	✓	✓



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LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓









## LOCKYER BUSINESS, FARMING AND LIVELIHOOD DELIVERABLES

**Lockyer Business:** Our business community is a thriving and inclusive network where it is easy to do business. We create opportunities and encourage innovation that inspires business confidence and collaborative partnerships.

**Lockyer Farming:** As custodians we manage our water and land assets to ensure our farming future. We pride ourselves on our innovation and clean, green reputation. We work together to support our farmers of current and future generations.

**Lockyer Livelihood:** We are a community where lifelong learning opportunities exist. Our quality education facilities are highly regarded and provide diverse career pathways. We look to develop skills and generate job opportunities for all.

### ENCOURAGE OPPORTUNITIES FOR THE LOCKYER VALLEY TO DRIVE ECONOMIC AND COMMUNITY OUTCOMES

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Advocate to mitigate the adverse impacts of Inland Rail on the liveability of the region.	<p>Ensure the community's and Council's interests are protected by maximising opportunities to advocate and participate in reviews, reference groups and prepare submissions as required including:</p> <ul style="list-style-type: none"> <li>Input provided to the Helidon to Calvert (H2C) and Gowrie to Helidon (G2H) Environmental Impact Statements.</li> <li>Legal agreements delivered which will assist in mitigating risks associated with the project.</li> <li>Engineering input provided into the inland rail design processes with respect to the project and specifically the proposed return works.</li> </ul>	<p>The Inland Rail project is on pause in the Queensland sections with the Australian government and the Australian Rail Track Corporation seeking to redefine scope of the project before identifying budget that can be committed to that project.</p> <p>The Environmental Impact Statements for both Gowrie to Helidon (G2H) and Helidon to Culvert (H2C) have been delayed accordingly. The most recent advice is that the Environmental Impact Study (EIS) work must be completed by 2025.</p> <p>There may be public submissions sought late in 2024. Council will continue to advocate for improved alignments and design.</p>	●	●



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LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓

MAXIMISE OPPORTUNITIES THROUGH ENGAGEMENT AND PARTNERSHIP WITH STAKEHOLDERS TO ACHIEVE A STRONG RESILIENT ECONOMY				
Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Advocate for improved water security and supply for the region through the Lockyer Valley and Somerset Water Collaborative.	<p>Implementation of the following Lockyer Valley &amp; Somerset Water Security Scheme Optimisation Assessment items completed:</p> <ul style="list-style-type: none"> <li>Project viability assessment completed.</li> <li>Agreement with Seqwater on supply and costs executed.</li> <li>Multiple rounds of demand assessments undertaken.</li> </ul>	<p>The City Deal First Milestone payment is awaiting final sign off by the Project Plan funding body and expected to be received by Council in May 2024.</p> <p>The Honourable Paul Lucas has been appointed Chair of the Lockyer Valley &amp; Somerset Water Collaborative.</p> <p>Agreement with Seqwater for water supply costs has been delayed due to the inability of Seqwater to designate resources to undertake the work required to provide the necessary data to inform discussions with the growers.</p> <p>The next round of "Demand Assessment" planning with growers has been delayed until the bulk water (indicative) charges have been agreed with Seqwater. It is currently unknown when Seqwater will be able to provide this data.</p> <p>Discussions are ongoing with the Technical Working Group.</p>	●	●

LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



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## LOCKYER NATURE DELIVERABLES

Our natural assets are valued and protected to sustain our unique rural lifestyle.

### COUNCIL AND THE COMMUNITY ACTIVELY REDUCE WASTE, RECYCLE AND REUSE MORE

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Finalise and commence implementation of the Waste Recycling and Reduction Plan to guide the delivery of Council's Waste Management Function.	<p>Outcomes of the Waste Recycling and Reduction Plan to be completed include:</p> <ul style="list-style-type: none"> <li>Plan finalised and adopted by Council.</li> <li>Complete a community education program to assist with improving the regions waste management practices.</li> <li>Subject to funding approvals deliver the Food Organics Green Organics (FOGO) program.</li> <li>Continue to further refine the full cost pricing of waste.</li> </ul>	<p>Workshop booked May for briefing new Council. This will give a background of the current waste services status and an overview of proposed projects and timelines for waste service provision in coming years.</p> <p>Waste education program focused on messaging around battery recycling/ disposal, as well as safe asbestos disposal methods, aligning with national campaigns. In the process of recruiting an experienced Waste education officer to enhance our education delivery.</p> <p>FoGo trial is in its second year enabled with minor funding extension. A review of the program is expected to be undertaken mid-2024. Trial has been an excellent opportunity to gather and assess program KPIs, user perspectives, and functional outcomes. Recent waste survey also contributed information related to program effectiveness.</p> <p>Refining full cost pricing aligns with budget process preparation and is an ongoing process that continually adjusts with evolving legislation, industry practices and community waste focus.</p>	●	●



LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓

<p>Provide oversight and management of the contract arrangements for the operation of the following waste management facilities:</p> <ul style="list-style-type: none"> <li>Material Recovery Facility (MRF)</li> <li>Waste Transfer Stations</li> </ul>	<p>Compliance activities completed to ensure the key performance indicators and services are performed in accordance with the agreed contracts.</p>	<p>Contractor elected to discontinue operations however, Council has been able to secure interim arrangement providing seamless continuation of service. This has enabled full compliance with required KPIs. Option for a long-term arrangement is available. MRF equipment purchased. Workshop in near future for decision on way forward.</p> <p>Services have been continuing as normal. An audit of weighbridge operations to check correct procedures for recording of State Waste Levy requirements confirmed compliance. The audit also showed that procedures for asbestos management were in place and operating as expected.</p>	●	●
<p>Undertake the construction of Cell 5 at the Gatton Landfill.</p>	<p>Construction of Cell 5 at Gatton Landfill completed and operational.</p>	<p>Cell 5 of Gatton Landfill commenced taking waste on 22 January 2024. Only domestic waste loads were delivered to the cell for the first six-week period to establish a foundation layer to protect the landfill liner. The operation has gone extremely well. Overall, the Project is under budget by \$500k.</p>	✓	✓

LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓





## LOCKYER PLANNED DELIVERABLES

*We have unique, well-connected communities. We have places and spaces that bring together people. Local services match the needs of the community. Our built infrastructure is designed and constructed to enable access for all.*

### GROWTH AND DEVELOPMENT IN THE REGION IS SUSTAINABLY MANAGED THROUGH THE ADOPTION AND IMPLEMENTATION OF THE LOCKYER VALLEY PLANNING SCHEME

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Finalise the Draft Lockyer Valley Planning Scheme for Council adoption and implementation.	<p>Key deliverables to be completed include:</p> <ul style="list-style-type: none"> <li>Complete public notification of the Lockyer Valley Planning Scheme, including a review of submissions received and responses provided to all properly made submissions.</li> <li>Where appropriate, amendments made to the Planning Scheme to incorporate feedback from submissions received.</li> <li>Preparation of a formal response to the Minister to finalise the Lockyer Valley Planning Scheme for Ministerial Approval and adoption by Council.</li> <li>Adoption and commencement of the Lockyer Valley Planning Scheme.</li> </ul>	<p>The first three of the four deliverables have been achieved.</p> <p>Following public consultation, the Draft Lockyer Valley Planning Scheme was finalised and endorsed by Council on 20 December 2023. The Draft Planning Scheme was forwarded to the State Department seeking Ministerial approval to adopt the scheme on Thursday, 21 December 2024.</p> <p>The State government has issued three 'pause notices' to extend the timeframe for their consideration of the scheme. Council officers are working with staff from the Department of Housing, Local Government and Planning to finalise State Interest matters.</p> <p>The milestone status is 'in doubt' as the scheme may not be finalised for commencement by 30 June 2024, as it is unknown how long it will take to obtain the Minister's approval to adopt the scheme.</p>	●	●



LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓

PROVISION OF FIT-FOR-PURPOSE INFRASTRUCTURE WHICH MEETS THE CURRENT AND FUTURE NEEDS OF THE REGION				
Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Undertake the program of work to re-instate Council's transport and drainage network impacted by the 2021-2022 flood events.	<p>The Reconstruction of Essential Public Assets (REPA) program delivered on Council's transport and drainage network, which is:</p> <ul style="list-style-type: none"> <li>Forty-six packages of work completed across Council's transport and drainage network and close out with the Queensland Reconstruction Authority.</li> </ul>	<p>3 submissions of 46 remain outstanding. 11 have been lodged with the Queensland Reconstruction Authority for acquittal.</p> <p>2 out of the 3 landslip site projects are completed with remaining works expected to be complete prior to June 2024.</p>	●	●
Undertake the preparation of Council's Local Government Infrastructure Plan.	<p>Key deliverables to be completed include:</p> <ul style="list-style-type: none"> <li>Finalise a review of the supporting documents required to inform the LGIP growth modelling including the open space, roads and transport, stormwater and drainage strategies.</li> </ul>	<p>Work will commence on this project in the third quarter of the 2023/24 budget period and once the Lockyer Valley Planning Scheme has been finalised.</p> <p>The milestone has been marked in doubt as the review may not be finalised by 30 June 2024, given the Draft Planning Scheme was given priority to complete.</p>	●	●

LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



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**AN INTEGRATED APPROACH TO THE PLANNING OF ALL COMMUNITIES THAT STRENGTHENS LOCAL IDENTITY AND LIFESTYLE**

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Finalise the review of the existing Laidley Flood Town Protection Scheme and present to Council an options analysis in relation to flood mitigation for Laidley.	<p>Key deliverables to be completed include:</p> <ul style="list-style-type: none"> <li>Finalise the review of the Laidley Flood Town Protection Scheme.</li> <li>Undertake community engagement in relation to the proposed flood mitigation option for Laidley.</li> <li>Undertake the identification and where appropriate, the purchase and acquisition of privately owned land in order to facilitate the implementation of the Laidley Flood Town Protection Scheme.</li> <li>Council adoption of a flood mitigation strategy for Laidley.</li> <li>Actively seek government funding for the construction and implementation of the Laidley Flood Town Protection Scheme.</li> </ul>	<p>Land Valuations have been obtained for numerous properties in the region. Council Officers are considering the valuations in collaboration with the impacted property owners. This will determine the final design option of the scheme.</p> <p>A Workshop will be scheduled to provide a project update to Council in the near future.</p> <p>Public consultation is yet to commence as a draft concept is required to be endorsed by Council prior to this occurring.</p> <p>Council staff continue to discuss and seek funding opportunities with the Queensland Reconstruction Authority (QRA) and National Emergency Management Australia (NEMA).</p> <p>The milestone has been marked in doubt as not all of the performance outcomes will be completed.</p>	●	●



LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



Undertake an options analysis for flood mitigation at Withcott.	<p>Key deliverables to be completed include:</p> <ul style="list-style-type: none"> <li>Undertake an options analysis to present to Council in relation to flood mitigation for Withcott.</li> <li>Undertake community engagement in relation to the proposed flood mitigation option for Withcott.</li> <li>If required, undertake the purchase and acquisition of privately owned land to facilitate the implementation of the Withcott Flood Mitigation Scheme.</li> <li>Council adoption of a flood mitigation strategy for Withcott.</li> <li>Actively seek government funding for the construction and implementation of the Withcott Flood Mitigation Scheme.</li> </ul>	<p>Work has not commenced on this project in this quarter, given the priority of the Policy and Growth Team has been on amendments to the Flood Mapping Hazard overlays for the Draft Planning Scheme.</p> <p>The milestone has been marked in doubt as not all of the performance outcomes will be completed.</p>	●	●
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LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



Undertake the purchase and demolition of properties associated with the Queensland Reconstruction Authority Voluntary Home Buy Back Scheme.	<p>Key deliverables to be completed include:</p> <ul style="list-style-type: none"> <li>Undertake property settlements for properties that meet the purpose and objectives of the Voluntary Home Buy Back Scheme.</li> <li>Undertake the demolition of properties that Council has purchased under the Voluntary Home Buy Back Scheme.</li> <li>Undertake the required planning scheme amendment to reflect the restricted use of Voluntary Home Buy Back sites for residential purposes.</li> <li>Undertake a review of the sites purchased under the Voluntary Home Buy Back Scheme to ensure the most cost-effective means to manage the properties long term.</li> </ul>	<p>Seventeen (17) properties have been purchased in Tranche 1 of the Queensland Reconstruction Authority (QRA) Voluntary Home Buy Back Properties (VHBB). Of these properties fourteen (14) have been demolished and three (3) properties have been removed.</p> <p>The seventeen (17) properties are now all off-maintenance from the relevant contractors.</p> <p>An additional seven (7) properties have been purchased under Tranche 2. Contractors were appointed in mid-January 2024 to undertake these works. Of these properties, three (3) will be removed. All works will be finalised by the end of April 2024.</p> <p>Council Officers are currently exploring the long-term ownership and utilisation of the land that has been purchased as part of the scheme. This was discussed with the Property Networking Group late February 2024. Further to this meeting, discussions will occur with Council in relation to the ownership and utilisation of the land to ensure that the maintenance cost to council can be minimised.</p> <p>Council has until June 2026, to finalise its obligations under the VHBB Scheme. It is anticipated that all works associated (including Land Use Planning requirements) with the scheme will be completed by the end of June 2024, two (2) years in advance of the required date.</p>	●	●
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LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓





## LOCKYER LEADERSHIP AND COUNCIL DELIVERABLES

**Lockyer Leadership:** Our leaders are visionary and seek coordinated outcomes for the benefit of the whole community.

**Lockyer Council:** A well-managed, transparent and accountable organization that gives the community confidence, demonstrates financial sustainability, where customers are satisfied with our services and our employees are proud to work.

### UNDERTAKE ROBUST AND ACCOUNTABLE FINANCIAL, RESOURCE AND INFRASTRUCTURE PLANNING AND MANAGEMENT TO ENSURE AFFORDABLE AND SUSTAINABLE OUTCOMES FOR OUR COMMUNITY

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Undertake an asset management maturity assessment and develop an asset management improvement plan to support the overarching Strategic Asset Management Plan requirements for Council's infrastructure assets.	<ul style="list-style-type: none"> <li>An asset management maturity assessment completed against the ISO5500 criteria will outline the various projects and tasks required to enhance asset management practices and improve service delivery across Council.</li> <li>An asset management improvement plan (3-5 years) for Council's infrastructure assets completed.</li> </ul>	<p>Workshop sessions have been held with relevant officers across the infrastructure department to complete the maturity assessment.</p> <p>The asset maturity assessment is being reviewed to determine a number of actions to drive continuous improvement in asset management practices within Council and establish an improvement plan.</p>	●	●



LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



Develop a Procurement Strategy that supports the needs of the business, provides value for money to Council and ensures legislative compliance.	<p>Procurement Strategy completed which guides the organisations procurement activities including:</p> <ul style="list-style-type: none"> <li>• Governance</li> <li>• Systems</li> <li>• Processes</li> </ul>	<p>Currently recruiting for a Senior Procurement Advisor to complete the Procurement Team structure. The position was filled briefly but the appointment was not a success.</p> <p>The revised procurement policy and procedure has been approved by the Executive Leadership Team (ELT), documentation will be amended accordingly.</p> <p>The use of Purchase Cards has been reviewed and recommendations have been endorsed by ELT, the policy and procedure will be updated to align. Progressive changes to purchase card practices have commenced. An internal audit of Purchase Cards has been suggested for the 2024-2025 financial year.</p> <p>It is planned to adopt and implement all revised policies commencing July 2024, this will be accompanied by an organisation wide training program.</p>	●	●
<p>Undertake the rationalisation of Council's land including:</p> <ul style="list-style-type: none"> <li>• Grantham Subdivision</li> <li>• Gatton Saleyards</li> </ul>	<p>Outcomes of the land rationalisation project to be completed:</p> <ul style="list-style-type: none"> <li>• All necessary development approvals obtained.</li> <li>• Construction works completed in accordance with development approvals.</li> <li>• New lots created ready for sale.</li> </ul>	<p>Grantham Subdivision: Service provider approvals should be issued in April. Procurement of works contractors is underway and expected to be completed by the project manager in April so works can then commence. Procurement of appropriate professional services for the future sale of the new lots is underway by Council staff. This is expected to be completed in May ahead of the works being completed and lots being ready for market in July.</p> <p>Gatton Saleyards: This project is still in the design stage. In anticipation of approvals being obtained a budget allocation for construction has been included in the April budget review. Final cost unknown until completion. These works are unlikely to be completed this financial year.</p>	●	●

LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓



**COMMIT TO OPEN AND ACCOUNTABLE GOVERNANCE TO ENSURE COMMUNITY CONFIDENCE AND TRUST IN COUNCIL AND OUR DEMOCRATIC VALUES**

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Deliver the elected members on-boarding program for the newly elected Council from the 2024 Local Government Quadrennial Election.	On-boarding program delivered to the newly elected council which includes the following components: <ul style="list-style-type: none"> <li>• Roles and responsibilities of civic leadership, including legislative responsibilities.</li> <li>• Strategic priorities of LVRC.</li> <li>• Operations and functions of LVRC.</li> </ul>	A Councillor Handbook containing a variety of information in relation to Council and Councillor roles and responsibilities was completed ready for appointment of the newly elected Council.  An induction and onboarding program was developed in consultation with the relevant stakeholders which included sessions on the current strategic priorities of LVRC and an overview of Council operations.	●	●

**PROMOTE A VALUES BASED CULTURE THAT APPRECIATES AND EMPOWERS ITS WORKFORCE**

Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Undertake organisational development activities that foster a values-based culture.	Outcomes of the following organisational development activities completed, and updates provided to Council including: <ul style="list-style-type: none"> <li>• Three pulse surveys completed which provide insight into the organisations culture.</li> <li>• The identified activities of Connected Council program completed.</li> <li>• The identified leadership program and management team activities completed.</li> </ul>	Pulse Surveys: Analysis of the previous pulse survey is being undertaken by each Group Manager with their respective leadership teams to identify action items and discuss the comments and contents of the results to better understand what is working well and what the areas of improvement are.  Connected Council: The group has been focussed on the top priority being staff retention and attraction. The group has created a staff retention and attraction survey. The survey will be conducted in each team and includes items such as <ul style="list-style-type: none"> <li>• Roles and Responsibilities;</li> <li>• Training</li> <li>• Work/team relationships</li> <li>• Recognition and feedback;</li> <li>• Work Conditions; and</li> <li>• Remuneration.</li> </ul> The other initiative the group is working on is the Performance Development Plans. It is envisaged that this will be progressed further in the next quarter.	●	●
Negotiate new Certified Enterprise Bargaining Agreements for office and field-based staff.	Outcomes to be achieved include: <ul style="list-style-type: none"> <li>• Negotiations for new Enterprise Bargaining Agreements for office</li> </ul>	Voting for the Officers' and Field Certified Agreements were undertaken with 73% of eligible employees taking the opportunity to vote. Both agreements received overwhelming support with the official results as follows:	●	●



LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓

	and field-based staff completed. • Agreements submitted to Unions for acceptance and sign-off. • Agreements submitted and certified by the Queensland Industrial Relations Commission. • New agreements implemented.	• 97% of votes supported the proposed Certified Agreement (Officers) 2023; and • 90% of votes supported the proposed Certified Agreement (Field) 2023.  Work is now being undertaken to have the agreements certified by the Queensland Industrial Relations Commission.		
<b>DELIVER RELIABLE INTERNAL SUPPORT SERVICES</b>				
Operational Plan Activity	Performance Outcome	Progress Commentary	Milestone Status	Budget Status
Deliver the prioritised ICT business improvement opportunities which will assist in improving Council's cyber security and ICT capabilities.	Completion of the following ICT business improvement opportunities: • Outcomes of the cyber security strategy. • Identify improvement opportunities from the review of TechnologyOne.	The Cyber Security Strategy has been approved by the ICT Steering Committee and Executive Leadership Team with work on the priority initiative of uplifting the Essential Eight Maturity level commenced.  A draft strategy timeline for improvement opportunities in LVRC's use of TechnologyOne has been discussed with Executive Leadership Team.	●	●

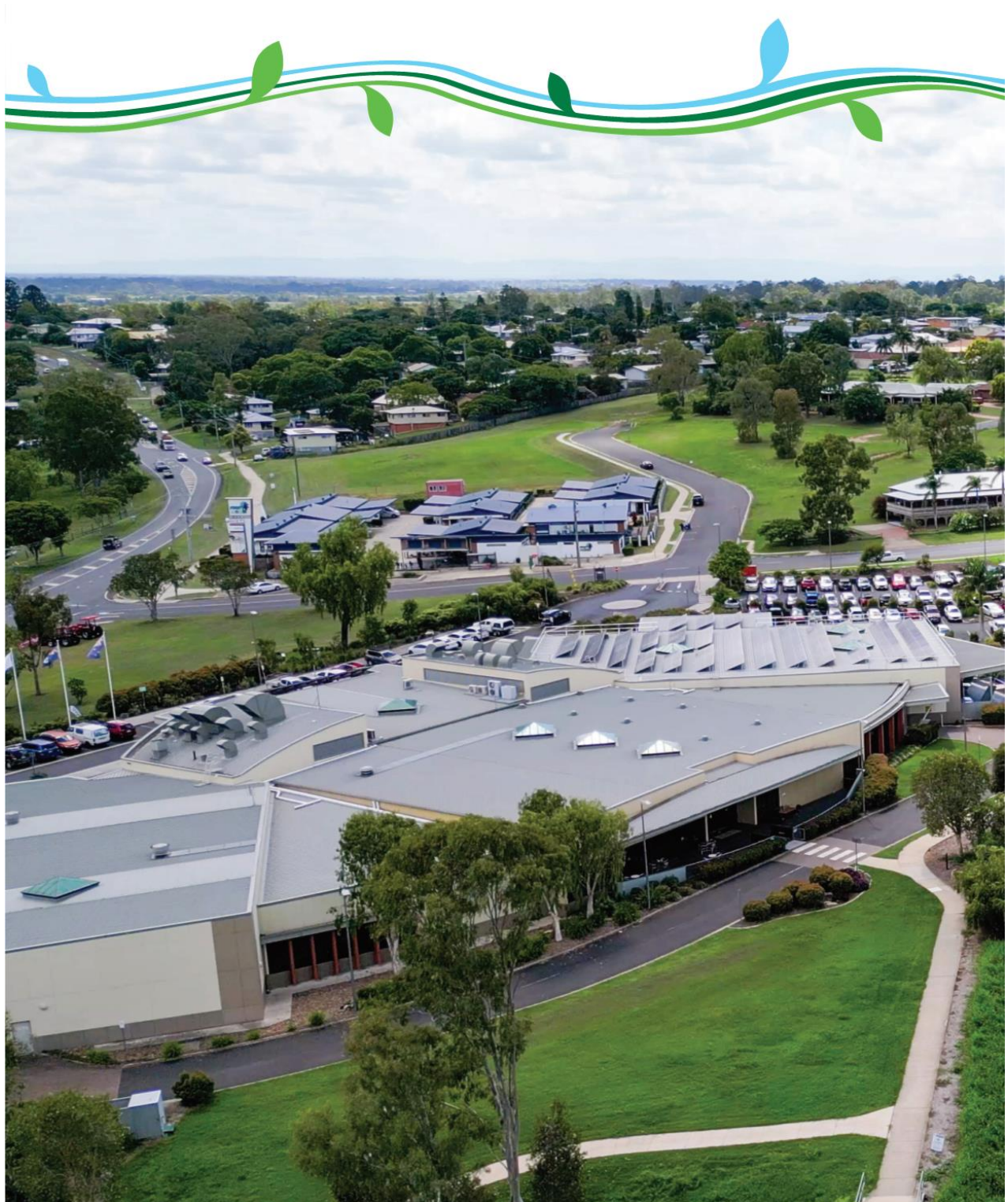
LEGEND	Milestone Status		Budget Status	
	On Track	●	On Track	●
	In Doubt	●	Under/Over	●
	Won't Be Achieved	●	Completed – Over Budget	●
	Completed within Milestone	✓	Completed within budget	✓





For more information phone 1300 005 872,  
email [mailbox@lvrc.qld.gov.au](mailto:mailbox@lvrc.qld.gov.au) or visit [www.lockyervalley.qld.gov.au](http://www.lockyervalley.qld.gov.au)

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**10.9 Updated Media Relations Policy**

**Author:** Neil Williamson, Coordinator Engagement and Communications  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Purpose:**

Council's current Media Relations Policy was adopted in November 2016 and requires updating due to including best practice in election Caretaker Periods, changes in certain role or function titles, and to better reflect the way Council operates with regards to media-related matters. The policy is due for review regardless of any changes.

**Officer's Recommendation:**

**THAT Council adopt the updated version of the attached Media Relations Policy.**

**Executive Summary**

The aim of the Media Relations Policy is to ensure Council provides timely and accurate information to the media in a way that is professional, enhances Council's public image, limits the possibility of misinformation and maintains positive relations with the media. The current version was adopted by Council 23 November 2016 and is due for review and updating regardless of any changes. The review has highlighted areas of improvement which are now included in the proposed version.

**Proposal**

The Media Relations Policy details who is authorised to speak to the media on behalf of Council, and what approval processes may be required. It further details the limited circumstances in which Council will write a media release or undertake promotions for another organisation.

The Policy sets the response timeframes for which Council will respond to a media request for interviews or statements and that Council will work with the media to maintain good relationships.

The updated version now includes specific details on what Council, Councillors and staff can and cannot do during Election Caretaker Periods in relation to the media, as well as the inclusion of Council's Human Rights Commitment.

Overall, the updated version provides greater clarity for elected members, staff, external media and the community on Council's approach, goals and limitations on media-related matters.

**Options**

- Council may choose to adopt the updated version of the Media Relations Policy as attached.
- Council may choose to amend parts of the updated version of the Media Relations Policy and adopt the amended version.
- Council may choose not to adopt the updated version of the Media Relations Policy and may choose to extend the current version.

**Previous Council Resolutions**

Ordinary Council Meeting, 23 November 2016. ECM reference 2000024.

**RESOLUTION**

*THAT Council adopt the amended Media Relations and Social Media Policies, as attached to these Minutes.*

*Moved By: Cr Hagan      Seconded By: Cr Wilson*

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*Resolution Number: 16-20/0287*

**CARRIED**

**7/0**

Critical Dates

There are no specific critical dates.

**Strategic Implications**

Corporate Plan

Lockyer Leadership and Council:

“Actively engage with the community to inform council decision making processes and communicate on decisions made,” and,

“Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values.”

Finance and Resource

There are no financial or resource implications with adopting this Policy.

Legislation and Policy

*Human Rights Act 2019*

*Local Government Act 2009 (Section 90D)*

*Local Government Regulations 2012*

*Local Government Electoral Act 2011*

*Local Government Electoral Regulation 2012*

Risk Management

If not adopted, there is a risk that the lack of currency and clarity could lead to inappropriate media relations that are damaging to Council’s commitment to provide timely, accurate and meaningful information to the community and maintain positive relationships with the community and external media.

Consultation

*Portfolio Councillor Consultation*

The Draft Updated Media Relation Policy was discussed at a Workshop held 24 October 2023 with a revised version further distributed to Councillors to review in early April 2024.

*Internal Consultation*

The Policy has been reviewed by Council Business and Governance and Property teams.

*External Consultation*

N/A

*Community Engagement*

Not applicable in the development of the Policy however once adopted, the Policy will be available to view on Council’s website.

**Attachments**

[1](#) POLICY - Strategic Governance - Media Relations Policy SG05 - DRAFT 4 Pages



## STRATEGIC

## MEDIA RELATIONS

## Head of Power

*Local Government Act 2009*

Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan (2022-2027): Lockyer Leadership and Council: “Actively engage with the community to inform council decision making processes and communicate on decisions made,” and, “Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values.”

## Definitions

Council staff	Employees, contractors, volunteers and all others performing work on behalf of council. The policy applies regardless of whether staff are on duty or not.
Media	Includes formal media channels such as print, television, radio.
Council	Lockyer Valley Regional Council (LVRC)

## Policy Objective

The aim of this policy is to ensure Council provides timely and accurate information to the media in a way that is professional, enhances Council’s public image, limits the possibility of misinformation and maintains positive relations with the media.

Group: Executive Office  
Unit: Engagement & Communications  
Approved: Ordinary Meeting (Resolution Number xxxxxxxx)  
Date Approved: xx/xx/xxxx  
ECM: 4595404

Effective Date: xx/xx/xxxx  
Version: 2.1 Last Updated: 15/12/2023x  
Review Date: 01/09/2026  
Superseded/Revoked: 2000024

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Document Set ID: 4595404  
Version: 13, Version Date: 12/04/2024

## Policy Statement

Lockyer Valley Regional Council (Council) encourages open, honest, meaningful and prompt communication with the media.

The Mayor is the official spokesperson for Council. The Mayor and Chief Executive Officer (CEO) are authorised to comment on Council's behalf. Where a councillor has portfolio responsibilities they are able to comment on behalf of Council with regard to a matter within their portfolio of responsibility noting the process below. The Mayor is to be notified where practicable prior to councillors making statements to the media on portfolio matters. In addition, major announcements are to be made by the Mayor or delegate.

All media is to be coordinated through the media and communications business unit. Where a councillor or staff is approached directly by the media, they must refer those requests, where practical, to the media and communications business unit. Likewise, external media are expected to liaise through Council's communications and media team. The media and communications business unit may seek a content expert from within Council to provide content advice to the media on approval from the Mayor and/or CEO. The content expert is not permitted to discuss Council policy or speculate on future decisions.

Outside portfolio responsibilities, councillors are not permitted to comment to the media on behalf of Council unless authorised to do so by the Mayor or Mayor's authorised delegate. Council acknowledges that as elected representatives, the media will from time to time call on councillors for personal comment on Council matters. A councillor wishing to make statements on Council matters to the media must, where prior approval to make a statement is given, inform the journalist:

- that comments are made as an individual
- that comments made do not necessarily represent the views or beliefs of Council or other councillors
- if the matter is before Council and if the matter has or has not been determined by Council.

It is important to note that Parliamentary privilege does not extend to local government. That is, statements made in Council Chambers are open to civil prosecution. When making a statement, either in or out of Council Chambers, councillors are reminded that defamation laws apply, and it could be considered defamatory to harm another person's reputation either in written form or verbally.

Councillors electing to make personal statements on Council matters must consider the broader ramifications of such statements. Negative comments on Council initiatives could damage teamwork, credibility and unity within the organisation.

Council will only write a media release for Council initiatives and projects or for external organisations where Council is a partner or where Council officially supports a particular project. Generally, Council does not promote non-Council programs and activities unless Council has an intrinsic involvement in the program or activity or considers such promotion to be of high community value.

Council staff are not permitted to discuss Council matters with the media either during work hours in a work capacity or out of work hours in a personal capacity unless authorised to do so by the CEO.

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Unit: Engagement & Communications  
Approved: Ordinary Meeting (Resolution Number xxxxxxxx)  
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Where a staff member is contacted by the media, they must be polite, courteous and refer the media to the media and communications business unit. If no one in the media and communications business unit is available at the time, email the media person's name, media outlet they represent, nature of the call and deadline to the media and communications business unit via [comms@lvrc.qld.gov.au](mailto:comms@lvrc.qld.gov.au). Where the issue is urgent, refer the media person to the CEO.

No media statement is to be released without approval from the Coordinator Engagement and Communications and the CEO and Mayor or their authorised delegate(s).

### Media Response Times

The media and communications business unit will provide a same day response to a media outlet wherever it is practical to do so. Council's response times are subject to time and resources needed to collate and gain approvals for the requested content. There may be occasions where Council is already intending to publish a media release and will continue to do so rather than providing customised responses to specific media outlets.

### Council Caretaker Period

In accordance with s90D of the Local Government Act 2009, a local government must not publish or distribute election material that is able or intended to influence an elector about voting in an election or affect the result of the election. For example, anything that raises the profile of a councillor or Council accomplishment. Council may continue to publish information of community interest and value where the publishing of such information is not intended to raise the profile of councillors seeking re-election.

Council will not attribute comments to councillors or use photos of councillors in any Council publication including social media published during the election 'Caretaker Period', as defined in the Local Government Act. Any such information already published will remain published.

No response will be made to any political comments posted on Council's social media channels and any such comments will be removed. Content of a political nature posted to Council's social media sites will be removed, as will posts which tag Lockyer Valley Regional Council or mention the organisation. Council Officers shall not 're-tweet', 'post' or 'share' political content during the Caretaker Period.

Generally, during the caretaker period, media releases and comments provided to external media must relate directly to Council's day to day operational business, be of genuine public interest, not be presented in any way that might favour or disfavour an individual candidate and be attributed the Chief Executive Officer or a 'spokesperson'. Council reserves the right to correct misinformation published during the Caretaker Period.

It is acknowledged that external media may request to directly interview councillors during 'caretaker period'. Where a councillor elects to speak to the media during 'Caretaker Period' they must make clear to the media they

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Unit: Engagement & Communications  
Approved: Ordinary Meeting (Resolution Number xxxxxxxx)  
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are speaking as an individual and not on behalf of Council. Council staff should not be involved in the preparation of content or scheduling of such interviews. Generally, for election related matters, external media should contact councillors directly so that staff are not involved.

## Human Rights Commitment

Council is committed to respecting, protecting and promoting human rights. Council has an obligation under the *Human Rights Act 2019* to give proper consideration to human rights when making a decision, and to act and make decisions in a way that is compatible with human rights. To the extent that an act or decision under this policy may engage human rights, Council will have regard to the *Human Rights Act 2019* in undertaking the act or making the decision.

## Related Documents

Human Rights Act 2019  
Local Government Act 2009 (Section 90D)  
Local Government Regulations 2012  
Local Government Electoral Act 2011  
Local Government Electoral Regulation 2012

Group: Executive Office  
Unit: Engagement & Communications  
Approved: Ordinary Meeting (Resolution Number xxxxxxxx)  
Date Approved: xx/xx/xxxx  
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Version: 13, Version Date: 12/04/2024

## 10.10 Request for Exemption for Sole Supplier - Procurement of Advertising Services

**Author:** Shannon Jensen, Community Engagement Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

### Purpose:

The purpose of this report is to seek a Council resolution to enter into a Tier 2 (i.e. value between \$5000 and \$15,000) contractual arrangement for the 2024 calendar year with the following Suppliers without first obtaining multiple written quotes:

- *The Lockyer & Somerset Independent* newspaper
- *The Lockyer* newspaper
- News Corp (*The Courier Mail*, *The Australian* and *The Toowoomba Chronicle* newspapers)
- Fairfax Media (*Australian Financial Review* newspaper)
- Australian Community Media (*Queensland Country Life* newspaper)
- ARN (*River 94.9* and *Power FM* radio)
- Southern Cross Austereo (*Triple M*, *4GR* and *The Hit Network* radio)
- Broadcast Operations Group (*4AK* and *4WK* radio)
- Nine Entertainment Co (*4BC* radio and *Channel 9* television)
- Ten Network Holdings (*Channel 10* television)
- Seven West Media (*Channel 7* television)
- Meta Platforms Inc. (*Facebook*)

This will allow Council to use advertising services without obtaining multiple written quotes, in accordance with section 235 of the *Local Government Regulation 2012*. Council is satisfied as to the specialised nature of the advertising services that are sought.

### **Officer's Recommendation:**

**THAT Council enter into Tier 2 arrangements for the 2024 calendar year with:**

- **The Lockyer & Somerset Independent**
- **The Lockyer**
- **News Corp**
- **Fairfax Media**
- **Australian Community Media**
- **ARN**
- **Southern Cross Austereo**
- **Broadcast Operations Group**
- **Nine Entertainment Co**
- **Ten Network Holdings**
- **Seven West Media**
- **Meta Platforms Inc.**

**This will allow Council to use advertising services without obtaining multiple written quotes, in accordance with section 235 of the *Local Government Regulation 2012*. Council is satisfied as to the specialised nature of the advertising services that are sought.**

---

### Executive Summary

Council's Procurement Guideline for Tier 2 (value between \$5000 and less than \$15,000) requires Council to seek at least two written quotes from suitably qualified Suppliers to source goods and services. The guideline does provide exceptions in certain circumstances, and this report seeks approval to apply an exception to Council's procurement of the specified advertising services for the 2024 calendar year, subject to the services being available at a price that constitutes value for money.

In accordance with Section 235 (a) and (b) of the *Local Government Regulation 2012*, a local government may enter into a medium-sized contractual arrangement without first inviting multiple written quotes or tenders if (a) the local government resolves it is satisfied that there is only one supplier who is reasonably available, or (b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite multiple quotes or tenders.

### Proposal

Decisions on where and how Council advertises in specific publications is usually determined by a project group which will include at minimum a manager and at times a Group Manager. Depending on the nature of the advertising material, a specific or large-scale audience (e.g. Queensland-wide) will be targeted that will necessitate the use of a specific publication. It would be impractical for Council to seek multiple written quotes from different suppliers in these circumstances.

*The Lockyer & Somerset Independent* and *The Lockyer* are the major local suppliers of print media and are used regularly for Council advertising for events, community consultation and regulated notices. For print advertising requiring a wider reach, News Corp publications such as *The Courier Mail* or *The Australian* are typically used due to their larger audience and reach. The *Australian Financial Review* or *Queensland Country Life* may also be used for specialised advertising.

Similarly, *River 94.9* and other local and regional radio stations may be selected for particular advertising campaigns based on their audience base, coverage area and focus (e.g. news, talk-back). The major television stations may also be used for advertising campaigns where appropriate.

Meta Platforms Inc. is regularly used for social media advertising on Council's *Facebook* page for events and public consultation activities and does not have a viable competitor with the required reach and community participation rate.

### Options

1. Apply an exception to enter into Tier 2 arrangements with:

- The Lockyer & Somerset Independent
- The Lockyer
- News Corp
- Fairfax Media
- Australian Community Media
- ARN
- Southern Cross Austereo
- Broadcast Operations Group
- Nine Entertainment Co
- Ten Network Holdings
- Seven West Media
- Meta Platforms Inc.



- 
2. Do not apply an exception to enter into Tier 2 arrangements with:
- The Lockyer & Somerset Independent
  - The Lockyer
  - News Corp
  - Fairfax Media
  - Australian Community Media
  - ARN
  - Southern Cross Austereo
  - Broadcast Operations Group
  - Nine Entertainment Co
  - Ten Network Holdings
  - Seven West Media
  - Meta Platforms Inc.
3. Apply an exception to enter into Tier 2 arrangements with selected suppliers from the list below:
- The Lockyer & Somerset Independent
  - The Lockyer
  - News Corp
  - Fairfax Media
  - Australian Community Media
  - ARN
  - Southern Cross Austereo
  - Broadcast Operations Group
  - Nine Entertainment Co
  - Ten Network Holdings
  - Seven West Media
  - Meta Platforms Inc.

### **Strategic Implications**

#### Corporate Plan

##### *Lockyer Leadership*

- Commit to open and accountable governance to ensure community confidence and trust in council and our democratic values.

#### Finance and Resource

If approved, this recommendation should not result in any increases in cost to Council but rather will reduce the impractical process of trying to find multiple quotes for discrete and specialised services. Advertising budgets for specific projects are determined by the project group, which will include at minimum a manager and at times a Group Manager.

#### Legislation and Policy

Council's Procurement Guideline for Tier 2 (value between \$5000 and less than \$15,000) requires Council to seek at least two written quotes from suitably qualified Suppliers to source goods and services. An exception to this requirement is available when Council resolves it is satisfied that there is only one supplier who is reasonably available (sole suppliers), or Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

**Risk Management**

Key Corporate Risk Category: FE2

Reference and Risk Descriptor: Finance and Economics – Decision making governance, due diligence, accountability and sustainability.

**Consultation*****Internal Consultation***

The following business units have been consulted in the preparation of this report:

Procurement

**Attachments**

There are no attachments for this report.

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## 11. PEOPLE, CUSTOMER & CORPORATE SERVICES REPORTS

### 11.1 Policies for Adoption

**Author:** Susan Boland, Senior Governance Officer

**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

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**Purpose:**

The purpose of this report is to seek Council's adoption of the Expenses Reimbursement & Provision of Facilities for Councillors Policy.

**Officer's Recommendation:**

**THAT Council adopt the Expenses Reimbursement & Provision of Facilities for Councillors Policy.**

**Executive Summary**

The Expenses Reimbursement and Provision of Facilities for Councillors Policy is presented to Council for adoption and has been reviewed as part of the policy review cycle under Council's Policy Framework.

The purpose of the Expenses Reimbursement & Provision of Facilities to Councillors Policy sets out guidelines for implementing consistent reimbursement of expenses incurred by the Mayor and Councillors in accordance with the government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.

**Proposal**

A summary of the changes made to the Expenses Reimbursement and Provision of Facilities for Councillors Policy is set out below:

*Expenses Reimbursement and Provision of Facilities for Councillors Policy*

The purpose of this policy is to set guidelines for implementing consistent reimbursement of expenses incurred by the Mayor and Councillors in accordance with the government principles and financial sustainability criteria as defined in the *Local Government Act 2009*.

There has not been an increase of Councillor allowances in the past two (2) terms so a recommendation has been put forward to increase the following:

- Hospitality allowance – Mayor \$5,000 & Councillors \$1,500 per annum
- Vehicle allowance (excluding Mayor) – Deputy Mayor \$25,000 & Councillors \$20,000

Updates were also as part of Council's Policy review cycle to:

- Reference Council's current corporate plan;
- Include a human rights statement to meet Council's obligations under the *Human Rights Act 2019*, and
- Reference relevant legislation and related documents.

**Options**

1. Council adopt the Expenses Reimbursement & Provision of Facilities for Councillors Policy as presented.
2. Council adopt the Expenses Reimbursement & Provision of Facilities for Councillors Policy subject to any amendments it authorises the Chief Executive Officer to make.
3. Council doesn't adopt the Expenses Reimbursement & Provision of Facilities for Councillors.

---

Previous Council Resolutions

Ordinary Council Meeting 20 May 2020

**RESOLUTION**

*THAT Council adopt the following policies and guidelines as attached to these Minutes:*

- *Acceptable Requests for Advice and Information Policy*
- *Expenses Reimbursement and Provision of Facilities Policy*
- *Councillor Code of Conduct*
- *Councillor Confidentiality Guideline*

*Moved By: Cr Hagan      Seconded By: Cr Wilson*

*Resolution Number: 20-24/0029*

**CARRIED**

7/0

Critical Dates

There are no specific critical dates.

**Strategic Implications**Corporate Plan

The preparation, review and presentation of this policy to Council for adoption aligns with the following Corporate Plan 2022-2027 outcome:

- Lockyer Leadership and Council - commit to open and accountable governance to ensure community confidence and trust in Council and our democratic values.

Finance and Resource

Budget implications will continue to be addressed through existing allocations.

Legislation and Policy

Heads of power and relevant legislation have been identified in the Policy. The adoption of the Expenses Reimbursement and Provision of Facilities for Councillors Policy ensures Council is compliant with its Policy Framework.

Risk Management

Corporate Risk Category – Legal Compliance and Liability (LCL1).

Consultation*Portfolio Councillor Consultation*

The policy was discussed during Councillor onboarding with the newly elected Council.

*Internal Consultation*

The Policy has been reviewed by the CEO and the Executive Leadership team.

*External Consultation*

No external consultation has taken place, however the updated version will be available on Council's website once adopted.

*Community Engagement*

Community engagement for the development of this update is not relevant.

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**Attachments**

1 [!\[\]\(bd1a142de767a21e5362c595f844a4ff\_img.jpg\)](#) Expenses Reimbursement Provision of Facilities for Councillors Policy 5 Pages



## STATUTORY

EXPENSES REIMBURSEMENT & PROVISION  
OF FACILITIES FOR COUNCILLORS

## Head of Power

Section 250 – Local Government Regulation 2012

Key Supporting Council Document

Lockyer Valley Regional Council Corporate Plan (2022-2027)

- Compliance with governance obligations
- Development of policies that provide clear direction based on the mission and outcomes articulated in the Corporate Plan.

## Definitions

<i>Council Business Activities</i>	Conducted on behalf of, and approved by, Council where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business objectives for the Council. Council business should result in a benefit being achieved either for the local government and/or the local community.
<i>Facility</i>	A tool of trade provided by Council to Councillors to enable them to perform their duties at a standard appropriate to fulfil their role for the community.
<i>Expenses</i>	Payments made by Council to reimburse Councillors for their reasonable expenses incurred or to be incurred when discharging their duties as Councillors. These payments are not regarded as remuneration.
<i>CEO</i>	Chief Executive Officer

## Policy Objective

This Policy will ensure accountability and transparency in the reimbursement of expenses incurred, or to be incurred, by the Mayor, Deputy Mayor and Councillors. This policy will also ensure that elected members are provided with reasonable facilities to assist them in carrying out their civic duties.

Group: People, Customer & Corporate Services  
Unit: Governance & Property  
Approved: Ordinary Meeting (Resolution Number 24-28/XXXX)  
Date Approved: XX/XX/2024  
ECM: 4761198

Effective Date: XX/XX/2024  
Version: 2.0 Last Updated: 18/03/2024  
Review Date: 31/03/2028  
Superseded/Revoked: 3945250

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## Policy Statement

Council authorises the:

- payment of reasonable expenses incurred, or to be incurred, by Councillors; and
- provision of facilities, including administrative support staff to assist Councillors in discharging their duties and responsibilities.

When Councillors have special needs or suffer from some form of impairment, the special access and equity needs of the Councillor may result in the provision of modified furniture, voice activated software, larger computer monitors, or other variations to this policy as required.

This policy deals with reimbursement of expenses or provision of a facility to Councillors; but does not apply to the conduct of Civic Functions or the remuneration of Councillors.

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Expenses must only be for the actual cost of legitimate business use, not to derive any private benefit and be only in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Council is committed to ensuring that Councillors are provided with the facilities required to enable them to perform their duties.

The payment and/or reimbursement of expenses and provision of facilities for Councillors:

- is to be open and transparent, prudent, responsible, acceptable to the community and in accordance with statutory requirements;
- based on ensuring economy and efficiency; and
- subject to budget provisions.

## Approval and Reporting

Council has delegated approval of all expenses for the Mayor and Councillors to the Chief Executive Officer (CEO).

The CEO must approve all mandatory and discretionary training, travel and accommodation for the Mayor and Councillors. The approval of Council is required for attendance by Councillors at any training or conference in Australia and for attendance by a Councillor at any event as a delegate or representative of Council. Council approval by resolution is required for the attendance and travel by the Mayor or Councillors to any training, conference or event outside Australia.

## Claiming Expenses Associated with Approval Activities

### Expenses

The following expenses refer to actual expenses deemed necessary for Council business. Where possible, all approved expenditure shall be covered by council corporate card, thereby eliminating the need for reimbursement.

Councillors are only entitled to reimbursement of the expenses contained in the categories listed below:

### Professional Development

#### Mandatory Training:

Councillors must attend training where Council approves that all councillors or a class of councillors (e.g. newly elected) are to attend training courses or workshops for skill development related to a Councillor's role. Council will meet all costs.

Group: People, Customer & Corporate Services  
Unit: Governance & Property  
Approved: Ordinary Meeting (Resolution Number 24-28/XXXX)  
Date Approved: XX/XX/2024  
ECM: 4761198

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**Discretionary Training:**

Where a Councillor wishes to attend a conference, workshop or training to improve skills relevant to their role as a Councillor other than mandatory training, Council approval is required. Council will meet all costs.

**Travel and Accommodation Costs**

All approved Councillor travel and accommodation costs will be booked and paid for by Council. Economy class is to be used where possible, although business class may be considered for travel outside of Australia.

Travel expenses which will not be included:

- In-flight & in-house movies or pay per view
- Mini bar purchases
- Entertainment
- Personal items or services
- Personal Excess luggage costs
- Airline lounge, club or frequent flyer membership fees without the prior approval of the Chief Executive Officer/Mayor.

Accommodation will be booked taking into consideration availability, cost and proximity to business appointments. Wherever practicable, accommodation shall be appropriately priced 4 star accommodation or equivalent.

**Meals**

Councillors are entitled to be reimbursed for meal expenses incurred when travelling and/or attending Council business outside the region. Expenses up to a maximum of \$30 for breakfast, \$30 for lunch and \$50 for dinner will be reimbursed. The Councillor must incur the cost personally and produce a valid tax invoice. A meal must not have been provided as part of the event, during a flight or as a part of an accommodation package.

**Hospitality Expenses**

Councillors are entitled an allowance (\$1500 for Councillors and \$5,000 for the Mayor per year) to entertain dignitaries, constituents and guests. This allowance will be paid in fortnightly instalments.

Councillors are not entitled to be reimbursed or provided with funds for the purchase of alcoholic beverages without the prior approval of the Chief Executive Officer/Mayor.

**Cab Charge and Public Transport**

Councillors are entitled to be reimbursed for transfer costs associated with travelling for Council business e.g. rail, ferry, bus, cab etc.

**Events**

Where Councillors attend events which constitute council business and partners are included on the invitation, Council will pay expenses associated with the partner's attendance in accordance with this guideline. However, if the partner is not included on the invitation received by the Councillor, payment of expenses associated with the attendance of the partner at the event will be the responsibility of the Councillor.

**Facilities****Administrative Tools and Office Amenities**

Councillors are entitled to use the following facilities:

Group: People, Customer & Corporate Services  
Unit: Governance & Property  
Approved: Ordinary Meeting (Resolution Number 24-28/XXXX)  
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- Administrative support – the Mayor and Councillors are provided with access to a full time administrative support officer.
- Laptop and/or tablet and smart phone
- Access to publications including legislation required to undertake the duties of a Councillor
- Office space and access to office facilities and equipment via administrative support officer.

#### Maintenance Costs of any Council Owned Equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied to Councillors for official business use.

#### Uniforms, Name Badge and Building Access Tag

Councillors will be entitled to receive a building access tag, name badge and all necessary safety equipment (to the standard supplied to employees). Councillors will be issued with a jacket or blazer and tie as appropriate and as required.

Personal Protective Equipment will be issued to Councillors as required for on-site visits.

#### Motor Vehicles

The Mayor will be provided with a fully maintained motor vehicle of appropriate standard for use on Council business and for private purposes. Council will meet all operating costs and provide fuel cards for the Mayor's Council-owned vehicle.

Councillors are entitled to an allowance per annum (paid fortnightly) to cover the cost of fuel and other expenses (including depreciation) for the private vehicle of the councillor:

- Deputy Mayor \$25,000
- Councillor \$20,000

In extraordinary circumstances where a Councillor's private vehicle is not available for the Councillor to undertake Council business, a Council car pool vehicle may be made available at the discretion of the CEO.

#### Legal Costs and insurance cover

Council has included Councillors in its Workers Compensation coverage (Local Government Self Insurance Scheme – LGW) that provides for a level of benefits substantially the same as for an employee, with the exception that elected members cannot bring a common law damages action against Council under the *Worker's Compensation & Rehabilitation Act 2003*.

Council has included Councillors under its Professional Indemnity Policy (Local Government Mutual – LGM).

#### Credit card

The Mayor will be provided with a corporate credit card for use in charging costs and expenses associated with the duties of Mayor.

#### Allowances whilst on leave

Councillors will continue to receive allowances whilst on approved leave.

#### Claims and Reports

All claims for reimbursement of expenses are to be made on a Reimbursement Claim Form and submitted with original receipts and tax invoices. Claims are to be made within three months of incurring the expense. Claims will be paid on a monthly basis. Councillors are to accept full responsibility for the accuracy of each claim.

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## Human Rights

Council is committed to respecting, protecting and promoting human rights. Council has an obligation under the *Human Right Act 2019* to give proper consideration to human rights when making a decision, and to act and make decisions in a way that is compatible with human rights. To the extent that an act or decision under this policy may engage human rights, Council will have regard to the *Human Rights Act 2019* in undertaking the act or making the decision.

## Related Documents

Entertainment and Hospitality Expenditure Policy  
Councillor Code of Conduct

Group: People, Customer & Corporate Services  
Unit: Governance & Property  
Approved: Ordinary Meeting (Resolution Number 24-28/XXXX)  
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**11.2 Proposed Purchase of Floating Road Reservation within Land No. 35591****Author:** Julie Lyons, Property Officer**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

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**Purpose:**

The Department of Resources have received an application to purchase the floating road reservation within Land No. 35591. The purpose of this Report is to consider this application and advise the Department of Resources if Council have any requirements to utilise the floating road reservation contained within Land No. 35591 now or in the future or if Council have any other objections or comments in relation to this proposal.

**Officer's Recommendation:**

**THAT with respect to the application received by the Department of Resources to purchase the floating road reservation within Land No. 35591, Council resolve to write to the Department of Resources advising that Council objects to the purchase of the floating road reservation as Council may require to utilise the floating road reserve for future upgrades of the road reserve adjoining Land No. 35591 to improve road width, drainage, and safety clear zones.**

**Executive Summary**

The purpose of this Report is to consider the application received by the Department of Resources (Department) to purchase the floating road reservation within Land No. 35591 and to advise the Department if Council have any requirements to utilise the floating road reservation now or in the future or if Council have any other objections or comments in relation to this proposal.

**Proposal**

Council have received email correspondence from the Department advising of an application received by them to purchase the floating road reservation within Land No. 35591 situated at 19 Main Greenswamp Road, Lake Clarendon. If successful, the applicant will purchase the floating road reservation for inclusion into Land No. 35591.

A reservation in title is an area excluded from a title for a public purpose. Floating road reservations are not defined and can be allocated where required within the lot. If freehold land contains a reservation, the landowner can apply to the Department to purchase it at any time. If the application is successful, the floating road reservation is extinguished and the area becomes part of the landowner's freehold land.

The floating road reservation within Land No. 35591 comprises of 1.4341 hectares (3.54 acres).



Land No. 35591 is shown below:

Area (approx.)	75.8422 hectares
Tenure	Freehold
Zoning	Rural Landscape



Flood Risk

- High Hazard
- Medium Hazard
- Low Hazard
- Investigation Area



Land No. 35591 has legal access from Main Greenswamp Road and all adjoining properties have legal access also from Main Greenswamp Road.

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The Department has requested Council advise if they have any requirements to utilise the floating road reservation for road contained within Land No. 35591 now or in the future or if Council have any other objections or comments in relation to this proposal.

#### Options

- Option 1 - Advise the Department of Resources that Council objects to the purchase of the floating road reserve within Land No. 35591 as Council may require to utilise the floating road reserve for future upgrades of the road reserve adjoining Land No. 35591 to improve road width, drainage, and safety clear zones.
- Option 2 - Advise the Department of Resources that Council has no requirement for the use of the floating road reservation within Land No. 35591 now or in the future and has no other objections or comments in relation to this proposal.

#### Critical Dates

Department of Resources require a response from Council by 30 April 2024.

#### **Strategic Implications**

#### Corporate Plan

Lockyer Leadership and Council

- Excellence in Customer Service
- Compliant with relevant legislation

#### Finance and Resource

No financial and resource implications have been identified for Council.

#### Legislation and Policy

If an application to purchase the floating road reservation is successful, the applicant will be required to pay market valuation for the floating road reservation area. The value is determined by the Department.

#### Risk Management

Key Corporate Risk Code and Category: IA1

Key Corporate Risk Description: Infrastructure and Assets  
Planning, managing and maintaining assets for the future

Key Corporate Risk Code and Category: LCL1

Key Corporate Risk Description: Legal Compliance and Liability  
Compliance management – regulatory or contract compliance, litigation, liability and prosecution

## Consultation

### *Internal Consultation*

- ✓ Community and Regional Prosperity
- ✓ People, Customer and Corporate Services
- ✓ Infrastructure
- ✓ Finance

The Infrastructure Planning Team have advised the road reserve adjacent to Land No. 35591 follows a dogleg. It shifts approximately 20m eastward around Land No. 35591. The road is constructed on the western side of the road reserve with little clearance to the boundary of Land No. 35591.

Future upgrades of this road would require extension of the road reserve westward to improve road width, drainage, and safety clear zones.

The infrastructure planning team therefore recommends retaining the floating road reserve within Land No. 35591 for future purposes.

## **Attachments**

There are no attachments for this report.



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**11.3 Request to lease part of Property No. 138110 and 138150 - Application of Section 236(1)(b)(ii) of the Local Government Regulation 2012**

**Author:** Julie Lyons, Property Officer

**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

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**Purpose:**

The purpose of this report is to consider a request received from Murphy's Creek Progress Association Incorporated to enter into a Lease over part of Property No. 138110 and 138150 and if granted, apply the statutory exception from tendering in Section 236(1)(b)(ii) of the *Local Government Regulation 2012*.

**Officer's Recommendation:**

**THAT with respect to the request by the Murphy's Creek Progress Association Incorporated to enter into a Lease over part of Property No. 138110 and 138150, Council resolve to:**

- (a) Apply the exception contained in Section 236(1)(b)(ii) of the Local Government Regulation 2012 to enable a Lease to be offered to a community organisation; and**
- (b) Delegate authority to the Chief Executive Officer to negotiate a Lease on terms satisfactory to Council.**

**Executive Summary**

The purpose of this report is to consider a request received from Murphy's Creek Progress Association Incorporated ("Progress Association") to enter into a Lease over part of Property No. 138110 and 138150 situated at 18 Jessie Lane, Murphys Creek ("the lease area") for the purpose of a Progress Association, meetings, storage and other associated activities and discharge Council's statutory obligations before formal tenure is offered.

**Proposal**

The Progress Association assist Council with the bookings of the Community Hall situated at 18 Jessie Lane, Murphys Creek by showing people through who are looking at booking, completing entry and exit inspections etc. The management of the Community Hall and bookings are handled by Council and the Progress Association are happy for this arrangement to continue.

The Progress Association do however wish to formalise their use of the dongas and storage shed situated at 18 Jessie Lane, Murphys Creek by entering into a lease agreement.

The lease area is shown below in yellow:

Area	Approximately 452.10 m <sup>2</sup>
Tenure	Freehold
Zoning	Open Space



It is proposed a lease term of 3 years with 1 x 2 year option be offered to the Progress Association.

#### Options

- Option 1 – Apply statutory exception from tendering in Section 236(1)(b)(ii) of the Local Government Regulation 2012 and offer a Lease to the Progress Association;
- Option 2 – Advise the Progress Association that Council rejects their request and provide reasons.

#### **Strategic Implications**

#### Corporate Plan

Lockyer Leadership and Council

- Compliant with relevant legislation

#### Finance and Resource

The annual rental has not been discussed with the Progress Association however it is proposed to charge in line with the State Rental Category for Charities and small sporting or recreational clubs with the minimum rent being \$142.04 per annum excluding GST.

The Progress Association will be responsible for their own legal costs (if any) incurred in reviewing and signing the lease. They will also be responsible for survey plan fees (if any) and lease registration fees with Titles

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Queensland (if any). If the Progress Association decide they do not wish to register the Lease with Titles Queensland a survey plan will not be required. The Progress Association will also be required to obtain public liability insurance, be responsible for all outgoings, maintenance and improvements.

If the recommendation is accepted the Lease will be prepared internally by Council's Senior Property Officer.

#### Legislation and Policy

Before a lease can be offered, Council is required to apply the relevant statutory exception contained in Section 236(1)(b)(ii) of the *Local Government Regulation 2012* where a lease is being offered to a community organisation.

#### Risk Management

Key Corporate Risk Code and Category: LCL1

Key Corporate Risk Descriptor: Legal Compliance and Liability  
Compliance management – regulatory or contract compliance, litigation, liability and prosecution

#### Consultation

##### *Internal Consultation*

- ✓ Community and Regional Prosperity
- ✓ People, Customer and Corporate Services
- ✓ Infrastructure
- ✓ Finance

#### **Attachments**

There are no attachments for this report.

**12. COMMUNITY & REGIONAL PROSPERITY REPORTS****12.1 MC2023/0090 Application for Development Permit for Material Change of Use for Educational Establishment (Childcare Centre) - 9 Biggs Road, Withcott**

**Author:** Tammee Van Bael, Planning Officer  
**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

**Purpose:**

The purpose of this report is to consider an application (MC2023/0090) for a Development Permit for Material Change of Use for Educational Establishment (Childcare centre) on Lot 2 RP176755 at 9 Biggs Road, Withcott.

This application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the application be approved subject to conditions.

**Officer's Recommendation:**

**THAT the application (MC2023/0090) for a Development Permit for Material Change of use for Educational Establishment (Childcare centre) on Lot 2 RP176755 at 9 Biggs Road, Withcott, be approved subject to the following conditions:**

No.	Condition	Timing																																																							
APPROVED PLANS AND DOCUMENTS																																																									
1.	<div>APPROVED PLANS &amp; DOCUMENTS</div> <div>Undertake the approved development generally in accordance with the approved plans and documents, including any amendments where in red on the approved plan(s) or document(s):</div> <table><tr><th>Title</th><th>Plan No.</th><th>Revision / Amended</th><th>Date</th><th>Prepared By</th></tr><tr><td>Design Intent</td><td>23897_DA-010</td><td>C</td><td>25/10/2023</td><td>Raunik Design Group</td></tr><tr><td>Site Plan</td><td>23897_DA-100</td><td>J</td><td>22/01/2024</td><td>Raunik Design Group</td></tr><tr><td>Floor Plan</td><td>23897_DA-130</td><td>I</td><td>22/01/2024</td><td>Raunik Design Group</td></tr><tr><td>Elevations 1</td><td>23897-DA-200</td><td>G</td><td>23/01/2024</td><td>Raunik Design Group</td></tr><tr><td>Elevations 2</td><td>23897_DA-205</td><td>F</td><td>22/01/2024</td><td>Raunik Design Group</td></tr><tr><td>Sections</td><td>23897_DA-300</td><td>F</td><td>22/01/2024</td><td>Raunik Design Group</td></tr><tr><td>Perspectives</td><td>23897_DA-900</td><td>K</td><td>25/01/2024</td><td>Raunik Design Group</td></tr><tr><td>Plan</td><td>03.1</td><td>03</td><td>01/02/2024</td><td>Urbis</td></tr><tr><td>Detail Plan</td><td>03.2</td><td>03</td><td>01/02/2024</td><td>Urbis</td></tr><tr><td>Section A –</td><td>04.1</td><td>03</td><td>01/02/2024</td><td>Urbis</td></tr></table>	Title	Plan No.	Revision / Amended	Date	Prepared By	Design Intent	23897_DA-010	C	25/10/2023	Raunik Design Group	Site Plan	23897_DA-100	J	22/01/2024	Raunik Design Group	Floor Plan	23897_DA-130	I	22/01/2024	Raunik Design Group	Elevations 1	23897-DA-200	G	23/01/2024	Raunik Design Group	Elevations 2	23897_DA-205	F	22/01/2024	Raunik Design Group	Sections	23897_DA-300	F	22/01/2024	Raunik Design Group	Perspectives	23897_DA-900	K	25/01/2024	Raunik Design Group	Plan	03.1	03	01/02/2024	Urbis	Detail Plan	03.2	03	01/02/2024	Urbis	Section A –	04.1	03	01/02/2024	Urbis	At all times.
Title	Plan No.	Revision / Amended	Date	Prepared By																																																					
Design Intent	23897_DA-010	C	25/10/2023	Raunik Design Group																																																					
Site Plan	23897_DA-100	J	22/01/2024	Raunik Design Group																																																					
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Detail Plan	03.2	03	01/02/2024	Urbis																																																					
Section A –	04.1	03	01/02/2024	Urbis																																																					

	Playground Section						
	Section B & C	04.2	03	01/02/2024	Urbis		
	Plant Palette	05.3	03	01/02/2024	Urbis		
	Plant Palette	05.4	03	01/02/2024	Urbis		
	Title	Document No.	Revision / Amended	Date	Prepared By		
	Traffic Impact Assessment	001	01	25/10/2023	ITE Consulting		
	Engineering Report & Stormwater Management Plan	23157-ENG	E	31/01/2024	vT Consulting Engineers		
	Noise Impact Assessment	QD090-02F01	4	30/01/2024	Renzo Tonin & Associates		
2.	<b>CONDITIONS OF APPROVAL AND APPROVED PLANS</b> Where there is a conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval take precedence.					At all times.	
<b>GENERAL</b>							
3.	<b>COMPLIANCE WITH CONDITIONS</b> The developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor, or invitee of the applicant.					At all times.	
4.	<b>WORKS – APPLICANT’S EXPENSE</b> The cost of all works associated with the development and construction of the development, including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.					At all times.	
5.	<b>INFRASTRUCTURE CONDITIONS</b> All development conditions contained in this development approval about infrastructure under Chapter 4 of the <i>Planning Act 2016</i> (the Act), should be read as being non-trunk infrastructure conditioned under section 145 of the Act, unless otherwise stated.					At all times.	
6.	<b>WORKS – DEVELOPER RESPONSIBILITY</b> The applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may have occurred during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community, must be repaired immediately.					At all times.	
7.	<b>WORKS – DESIGN &amp; STANDARD</b> Unless otherwise stated, all works must be designed, constructed, and maintained in accordance with the relevant Council policies, guidelines and standards.					At all times.	
8.	<b>WORKS – SPECIFICATION &amp; CONSTRUCTION</b> All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant Australian Standards and must be approved, supervised, and certified by a					At all times.	

	Registered Professional Engineer of Queensland (RPEQ).	
9.	<b>MAINTAIN APPROVED DEVELOPMENT</b> The development is to be constructed and maintained in accordance with the approved drawing(s) and/or document, and any relevant approvals.	At all times.
<b>CHILDCARE CENTRE</b>		
10.	<b>DEVELOPMENT LIMITS</b> The Childcare centre is to cater for a maximum of 110 children.	At all times.
11.	<b>HOURS OF OPERATION</b> (a) Undertake all activities associated with the approved development between 6:30am – 6:30pm Monday to Friday. (b) Further limit use of the outdoor play area to between 7am to 6pm Monday to Friday in accordance with the approved Noise Impact Assessment.	At all times.
12.	<b>FENCING</b> Install childproof fencing at least 2 metres in height between playgrounds and roads, carparks, driveways and neighbouring properties.	At all times.
<b>ACOUSTIC</b>		
13.	<b>NOISE MANAGEMENT</b> Comply with the requirements of approved Noise Impact Assessment. Where the combined height of a retaining wall supporting fill and acoustic fence exceed 2.0m in height any acoustic fencing above 2.0m is to be transparent acoustic panelling	Prior to commencement of the use and implemented at all times thereafter.
14.	<b>ACOUSTIC BARRIER</b> In addition to the acoustic barrier/fencing as required by the approved Noise Impact Assessment, an acoustic barrier is to be provided along the southern side boundary from the front of the building line to the rear boundary.  The acoustic barrier must have a minimum height of 2.0m and surface density of 12.5kg/m <sup>2</sup>	Prior to commencement of the use and implemented at all times thereafter.
<b>SERVICES</b>		
15.	<b>SERVICES</b> Connect the development to electricity, telecommunication and water supply.	Prior to commencement of the use and implemented at all times thereafter.
16.	<b>ON-SITE SEWERAGE TREATMENT &amp; DISPOSAL</b> Provide and maintain on-site sewerage treatment and disposal in accordance with the requirements of the <i>Plumbing and Drainage Act 2018</i> , including the Queensland Plumbing and Wastewater Code.	At all times.
<b>LANDSCAPING</b>		
17.	<b>OPERATIONAL WORK - LANDSCAPING</b> Submit an Operational Works application for Landscaping, prepared by a suitably qualified Landscape Architect in accordance with the <i>Gatton Shire Planning Scheme 2007</i> .  The extent and location of landscaping must be generally in accordance with the approved plans and documents and the following:	Prior to the commencement of any site works.

	<p>(a) Provide landscaping in areas marked “landscaping” on the approved site plan. The landscaping must include a combination and variety of trees, groundcovers and species suitable for the local area.</p> <p>(b) Provide a planting schedule and maintenance plan which includes:</p> <ul style="list-style-type: none"> <li>(i) Botanical names, mature heights and widths of plants, pot sizes, different key symbols and numbers of plants;</li> <li>(ii) Planting bed preparation details including any topsoil depth, subgrade preparation, mulch type and depth, and type of turfing used;</li> <li>(iii) Any hardscaping details including pebbled, paved or garden edged areas;</li> <li>(iv) Ongoing maintenance schedule for plants; and</li> <li>(v) Irrigation system details (if any).</li> </ul> <p>(c) Landscaping must be provided between any retaining walls and property boundaries and must include landscaping having a minimum height of 1.5m at maturity.</p>		
18.	<p><b>ESTABLISHMENT OF LANDSCAPING WORKS</b></p> <p>Establish, maintain and retain all landscaping generally in accordance with the approved Operational Works for Landscaping. The landscaped areas must be subject to ongoing maintenance and replanting programme (if necessary).</p>	Prior to commencement of use and at all times thereafter.	
<b>ADVERTISING DEVICES</b>			
19.	<p><b>ADVERTISING DEVICES</b></p> <p>Advertising devices are limited to those identified on the approved plans and the following:</p> <ul style="list-style-type: none"> <li>(a) Wholly contained within the land; and</li> <li>(b) Advertise the use/business operating from the land only.</li> </ul>	At all times.	
<b>WASTE MANAGEMENT</b>			
20.	<p><b>WASTE STORAGE</b></p> <p>Store all waste within the waste storage area as shown on the approved plans. The waste storage area must be:</p> <ul style="list-style-type: none"> <li>(a) Designed to not cause nuisance to neighbouring properties;</li> <li>(b) Screened from any road frontage and adjoining property;</li> <li>(c) Of a sufficient size to accommodate the bins that will be serviced at the kerbside plus clearance around the bins for manoeuvring and cleaning; and</li> <li>(d) Provided with a tap and hoses at the waste storage area, and washdown must be drained to the sewer and fitted with an approved stormwater diversion valve arrangement in accordance with the provisions of a Trade Waste Permit and the <i>Plumbing and Drainage Act 2002</i>. </li></ul>	At all times.	
<b>AMENITY – GENERAL</b>			
21.	<p><b>AMENITY – GENERAL</b></p> <ul style="list-style-type: none"> <li>(a) Install and maintain suitable screening to all air conditioning and plant and service facilities. The screening structures must be constructed from materials that are consistent with materials used elsewhere on the façade of the building and provide an acoustic barrier with a minimum surface density of 12.5kg/m<sup>2</sup>.</li> <li>(b) All air conditioning plant must be located in the service area as</li> </ul>	At all times.	



	identified on the approved plans, as per the approved Noise Impact Assessment.	
<b>AMENITY – LIGHT</b>		
22.	<b>AMENITY - LIGHTING</b> Maintain outdoor lighting to comply with AS4282:1997 - Control of the obtrusive effects of outdoor lighting.	At all times.
23.	<b>AMENITY - LIGHTING</b> Light sources at the premises must be positioned and shielded to prevent light spillage outside the boundaries of the premises.	At all times.
<b>AMENITY – BUILDING MATERIALS</b>		
24.	<b>AMENITY – BUILDING MATERIALS</b> Ensure all buildings and structures associated with the development are constructed from materials and/or painted or similarly treated with paint or pigment of a low reflective level that does not cause excessive glare.	At all times.
<b>ENGINEERING WORK – STORMWATER DRAINAGE WORKS</b>		
25.	<b>STORMWATER DRAINAGE WORKS – LAWFUL POINT OF DISCHARGE</b> The lawful point of discharge for the development is Biggs Road. Discharge all minor stormwater flows that fall or pass onto the site to the lawful point of discharge without causing annoyance or nuisance to any person or property in accordance with the Queensland Urban Drainage Manual (QUDM).	At all times.
26.	<b>STORMWATER DRAINAGE WORKS – DESIGN, CONSTRUCTION &amp; MAINTENANCE</b> Design all necessary internal and external stormwater drainage to service the development. Such drainage works must be designed by a Registered Professional Engineer Queensland (RPEQ) and constructed in accordance with the Queensland Urban Drainage Manual and State Planning Policy such that the overall drainage system caters for a storm event with a 1% annual exceedance probability (AEP) and the provisions of a Development Permit for Operational Work (Stormwater Drainage Works).	Prior to the commencement of any stormwater works and at all times thereafter.
27.	<b>SUBMIT STORMWATER MANAGEMENT PLAN</b> (a) Submit to Council, a detailed Site-based Stormwater Management Plan (SBSMP) certified by a Registered Professional Engineer of Queensland. In addition to other relevant stormwater quantity and quality management issues, the SBSMP must include the following: (i) Incorporation of a swale drain between the southern side boundary and retaining wall to capture overland flows and divert to Biggs Road; (ii) A dV assessment of the overland flow path demonstrating no actionable nuisance; (iii) A suitably scaled plan showing the stormwater catchment and sub-catchments for pre-development and post-developed scenarios; (iv) Include full calculations, including where necessary electronic files from industry standard modelling software (including both electronic model files and results files) and all details of the modelling assumptions to support both the proposed water quantity and quality management strategy;	At the same time as a development application for Operational Work.

	<ul style="list-style-type: none"> <li>(v) Include detailed engineering plans with details of any new drainage systems, or amendments and upgrading of existing drainage systems to implement the proposed drainage strategy; and</li> <li>(vi) Incorporate details of ongoing maintenance and management actions required about any proposed detention basin and retention systems.</li> </ul> <p>(b) The SBSMP must demonstrate the development:</p> <ul style="list-style-type: none"> <li>(i) Achieves no increase in peak stormwater runoff from pre-developed conditions for a selected range of storm events up to and including the 1% annual exceedance probability (AEP) for the post development condition; and</li> <li>(ii) Provides for stormwater quality treatment measures that achieve the applicable design objectives listed in Part G, Appendix 2 (Stormwater management design objectives) of the State Planning Policy.</li> </ul>		
<b>EROSION AND SEDIMENT CONTROL</b>			
28.	<p><b>SUBMIT EROSION &amp; SEDIMENT CONTROL PLAN</b></p> <p>Submit a 'For construction' Erosion and Sediment Control Plan (ESCP) as part of the Operational Works application. The ESCP must:</p> <ul style="list-style-type: none"> <li>(a) be prepared by suitably qualified and experience Register Profession Engineer of Queensland and Certified Professional in Erosion and Sediment Control;</li> <li>(b) relate to each phase of the works (including but not limited to, clearing, earthworks, manage, flows and capture sediment; <i>Note: Very rarely can erosion and sediment control requirements for a single stage, be communicated and detailed effectively and a whole of site plan should be prepared for each stage. Standard notes and drawings do not form an ESCP as they provide no guidance to the Contractor on-site.</i></li> <li>(c) be consistent with current best practice standards to the extent that the standards are not inconsistent with the conditions of approval and consider all environmental constraint including erosion hazard, season, climate, soil, and proximity to waterways;</li> <li>(d) provide sufficient detail to ensure compliance with all conditions of this permit relating to erosion and sediment control is achieved;</li> <li>(e) include details of the proposed flocculants and automatic dosing systems for sediment basins, including jar testing results.</li> <li>(f) demonstrate the suitability of the proposed flocculants having regard to the downstream receiving environment and water quality; and</li> <li>(g) include the results of all soil investigations undertaken for the whole development site.</li> </ul>	At the same time as a development application for Operational Work.	
29.	<p><b>IMPLEMENT EROSION &amp; SEDIMENT CONTROL PLAN</b></p> <p>Implement and maintain the Erosion and Sediment Control Plan (ESCP) for the duration of the construction works, and until such time all exposed soil areas are permanently stabilised (e.g. turfed, hydro mulched, concreted or landscaped etc.). The ESCP must be available on-site for inspection by Council Officers during the works.</p>	At all times during construction.	
<b>EXCAVATING AND FILLING</b>			

30.	<b>OPERATIONAL WORK – EARTHWORKS PLAN</b> Provide an earthworks plan that clearly identifies the following: (a) The location of cut and/or fill; (b) The type of fill to be used and the compaction standards; (c) The quantum of fill to be deposited or removed and finished cut and/or fill levels; (d) Retaining structures (if necessary); and (e) Surface and sub-surface drainage controls (if applicable).	As part of a development application for Operational Work (Excavating and Filling).
31.	<b>EXCAVATING AND FILLING</b> Carry out excavating (cut) and filling activities in accordance with the AS3798-2007 Guidelines on earthworks for residential and commercial developments, the approved plans and the provisions of a Development Permit for Operational Work (Excavating and Filling).	At all times.
32.	<b>EXCAVATING AND FILLING</b> Ensure the excavating or filling does not concentrate or divert stormwater onto adjoining land to a degree which is worse than that which existed prior to the works.	At all times.
33.	<b>EXCAVATING &amp; FILLING</b> Ensure the excavating or filling does not result in the ponding or permanent retention of surface water either on the site or on adjoining land.	At all times.
34.	<b>EXCAVATING &amp; FILLING</b> Ensure areas of fill and excavation are graded, compacted and planted and/or mulched, unless otherwise approved, immediately after the excavation/filling is complete, and at all times thereafter.	At all times.
<b>ENGINEERING WORK – CARPARKING AND ACCESS</b>		
35.	<b>ON-SITE CAR PARKING</b> Design, construct and maintain all car parking and access works generally in accordance with the approved plans AS2890-1: 2004 Parking facilities – Off-street car parking, AS/NZS2890.6: 2009 Parking facilities – Off-street car parking for people with disabilities, Manual of Uniform Traffic Control Devices (Queensland).	Design at the same time as a development application for Operational Work. Construction prior to commencement of use. To be maintained thereafter.
36.	<b>VEHICULAR ACCESS</b> Design, construct and maintain the approved vehicular access, as per the approved plans and documents, in accordance with IPWEA Standard Drawing RS-051.  The driveway must be designed and constructed so as not to block overland flow.	Design at the same time as a development application for Operational Work. Construction prior to commencement of use. To be maintained thereafter.
37.	<b>VEHICULAR ACCESS - DESIGN</b> Design any new crossovers such that the edge of the crossover is no closer than 1 metre to any existing or proposed infrastructure, including any stormwater gully pit, maintenance hole, service infrastructure (e.g. power pole, telecommunications pit), and road	At the same time as a development application for Operational Work.

	infrastructure (e.g. street sign, street tree, etc). Design the re-location of any infrastructure services to meet the above criteria as required.	
38.	<b>SIGNAGE AND LINE MARKING</b> Signage and line marking must be provided in accordance with AS1742 Manual of Uniform Traffic Control Devices and in accordance with the Manual of Uniform Traffic Control Device (MUTCD). Each car parking space must be linemarked to indicate which spaces are for visitor use and which are for staff use.	Prior to commencement of the use and at all times thereafter.
39.	<b>ON-SITE CAR PARKING</b> Provide and retain 25 car parking spaces including 1 for people with disabilities on-site in accordance with the approved plans. All car parking spaces must be given a concrete surface treatment.	Prior to commencement of the use and at all times thereafter.
40.	<b>ON-SITE CAR PARKING – PEOPLE WITH DISABILITIES</b> Ensure parking spaces for people with disabilities and access to them complies with AS1428.1:2009 Design for access and mobility – General requirements for access – New building work and AS/NZS 2890.6:2009 Parking facilities - Off-street parking for people with disabilities.	At all times.
41.	<b>ON-SITE CAR PARKING – CRASH BARRIER</b> Provide and retain appropriate balustrading to all retaining walls where required in accordance with the Australian Building Code and relevant Australian Standards.	Prior to commencement of the use and at all times thereafter.
42.	<b>SERVICE VEHICLES</b> Provide and retain 1 Small Rigid Vehicle parking bay in accordance with the approved plans.	At all times.
43.	<b>DRIVEWAYS AND ON SITE MANOUERVING</b> Design, construct and maintain all driveways, internal circulation areas, manoeuvring areas, loading and unloading areas in accordance with the standards specified in AS2890.2: 2018 - Parking facilities – Off-street commercial vehicle facilities and AS2890.5:1993 – Parking facilities – On-street parking.	Design at the same time as a development application for Operational Work. Construction prior to commencement of use. To be maintained thereafter.
44.	<b>VEHICULAR ACCESS</b> Vehicular access is only permitted at the approved crossover locations as shown on the approved plans. Vehicles are not permitted to enter or exit the site in any other location.	At all times.
45.	<b>REINSTATEMENT OF KERB AND CHANNEL</b> Any redundant driveway crossovers must be removed, and new kerb and channel (including topsoil, turf and footpaths where required) reinstated to be consistent with the adjacent kerb and channel profile, where relevant.	At all times.
46.	<b>VEHICLE BOLLARDS</b> Provide vehicle bollards or wheel stops to control vehicular access and to protect landscaping or pedestrian areas to all car parking spaces that abut landscaping or pedestrian areas.	Prior to commencement of the use and at all times thereafter.
<b>FLOODING</b>		
47.	<b>FENCING</b>	At all times.

	Any fencing along the southern side boundary shared with Lot 3 RP176755 commencing at the front boundary and extending 25m must be permeable from ground level up to 20cm.		
48.	<b>FLOOR LEVEL</b> The habitable floor level must be 267.90m AHD.	At all times.	
49.	<b>DRIVEWAY</b> The driveway levels are to be constructed in accordance with Preliminary Earthworks Layout Plan of the Engineering Report & Stormwater Management Plan.		
50.	<b>FLOOD RISK MANAGEMENT PLAN</b> (a) A Flood Risk Management Plan (FRMP) for the proposed development must be compiled by an RPEQ and provided to Council. This FRMP is to include the following as a minimum: <ul style="list-style-type: none"> <li>(i) Include details on operational roles and responsibilities (i.e. training of staff, role redundancy, backup staff, briefing and management of staff and customers, periodic and regular flood drills and refresher training, maintenance of documentation and awareness measures and logging/record keeping of operational actions, reporting framework to Council);</li> <li>(ii) Include details regarding awareness and preparation in the event of a flood event (i.e. knowing the risk, understanding the vulnerability, preparation requirements for the wet season, documentation and planning, provision of an emergency kit, management of pets/animals);</li> <li>(iii) Include trigger criteria and flood emergency responses (i.e. when to leave, when to stay, risk management of property and people and services management); and</li> <li>(iv) Include post event action planning (i.e. steps to reoccupy after an event/move back, management of clearances required).</li> </ul> (b) Carry out the development in accordance with the FRMP.  <b>Advisory note:</b> The FRMP shall be prepared in accordance with current accepted engineering practices in relation to flood risk management and the proposed use	At the same time as a development application for Operational Work.	
51.	<b>FLOOD RISK MANAGEMENT PLAN</b> The Flood Risk Management Plan (FRMP) must be kept in prominent locations in the proposed development structures.  The owner and facility manager and relevant staff as required by the FRMP shall familiarise themselves with the plan. In the case that the use approved under this development permit is sold or leased to a new person or an entity, the current owner/s or agent/s who own or manage the approved use shall be responsible to ensure the new	At all times.	

## CONSTRUCTION ACTIVITY AND NOISE

1. A Food Business Licence is required to be obtained from Council prior to commencement of use.
2. Council will issue an Infrastructure Charges Notice. These charges are required to be paid prior to the commencement of the use.
3. An applicant may make representations to Council at any time during the applicant appeal period about changing a matter in the Decision Notice (s75 of the *Planning Act 2016*) or Infrastructure Charges Notice (s125 of the *Planning Act 2016*). Only one negotiated decision notice can be issued by Council.
4. The development approval will have effect in accordance with Section 71 of the *Planning Act 2016*.
5. Works associated with this approval may not start until all necessary approvals have been obtained and relevant conditions complied with (s72 of the *Planning Act 2016*).
6. Any additions or modifications to the approved development (not covered in this approval) may be

subject to further approval in accordance with the *Planning Act 2016*.

7. Any proposal to increase the scale or intensity of the use on the subject land, that is assessable development under the Planning Scheme, would be subject to a separate development application in accordance with the *Planning Act 2016*.
8. Where a condition requires the submission of a document it must be submitted via email to [mailbox@lvrc.qld.gov.au](mailto:mailbox@lvrc.qld.gov.au).

9. **Fire ants**

Biosecurity Queensland must be notified on 13 25 23 of development occurring in the fire ant biosecurity zone before operational works commence. It should be noted that works involving fire ant carrier materials may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.

It is a legal obligation to report any sighting or suspicion of fire ants within 24 hours to Biosecurity Queensland on 13 25 23.

The Fire Ant Restricted Area as well as general information can be viewed on [the Department of Agriculture and Fisheries website](#).

10. **Biosecurity**

Ensure all prohibited and restricted biosecurity matter under the *Biosecurity Act 2014* is removed appropriately prior to conducting any works on the site.

Everyone is obligated under the *Biosecurity Act 2014* to take all reasonable and practical steps to minimise the risks associated with invasive plants under their control. More information on restricted and invasive plants as well as your general biosecurity obligation (GBO) can be viewed on the [Business Queensland website](#).

11. **Aboriginal Cultural Heritage**

The *Aboriginal Cultural Heritage Act 2003* requires anyone who carries out a land use activity to exercise a duty of care. The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage duty of care including a register and database of cultural heritage matters is available on the [DATSIP website](#). Should any aboriginal, archaeological or historic sites, items or places be identified, located or exposed during construction or operation of the development, the *Aboriginal Cultural Heritage Act 2003* requires all activities to cease. Please contact DATSIP for further information.

12. **Advice about Urban Utilities**

An application will need to be made directly to Urban Utilities for any water supply and wastewater connections for the proposed development.



## Executive Summary

This report considers an application (MC2023/0090) for a Development Permit for Material Change of Use for Educational Establishment (Childcare centre) on Lot 2 RP176755 at 9 Biggs Road, Withcott.

TABLE 1 - OVERVIEW	
APPLICATION DETAILS	
Application No:	MC2023/0090
Applicant:	LB6 Holding Pty Ltd C/- Town Planning Alliance
Landowner:	LB6 Holding Pty Ltd
Site address:	9 Biggs Road, Withcott
Lot and Plan:	Lot 2 RP176755
Proposed development:	Development Permit for Material Change of Use for Educational Establishment (Childcare centre)
STATUTORY PLANNING DETAILS	
Planning Scheme:	<i>Gatton Shire Planning Scheme 2007</i>
Zone:	Urban Residential Zone
Mapped State Planning Policy (SPP) matters:	State Planning Policy (July 2017)
South East Queensland Regional Plan 2023 (Shaping SEQ) regional land use category:	Urban Footprint
Referral trigger/s under the <i>Planning Regulation 2017</i> :	Nil
TLPI:	<i>Temporary Local Planning Instrument 2022 Flood Regulation</i> (effective 21 July 2022) Flood hazard area under the Flood hazard overlay: <ul style="list-style-type: none"> <li>Overland flow path</li> </ul>
Overlays:	Not Applicable
Category of Assessment:	Impact assessable  The subject land is located within the Urban residential zone which identifies a Material Change of Use for Educational Establishment (Childcare centre) as Impact assessable development under Part 4, Division 13, Table 1 of the <i>Gatton Shire Planning Scheme 2007</i> .

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and is recommended for approval subject to reasonable and relevant conditions.

## Description of the Site and Surrounds

SITE AND LOCALITY DESCRIPTION	
Land area:	4331.59m <sup>2</sup>
Existing use of land:	Dwelling house
Road frontage:	Biggs Road: 34m (bitumen sealed)
Significant site features:	Sparsely vegetated, existing driveway crossover to Biggs Road
Topography:	Slopes from 269.75m AHD at rear boundary to 265.50m in northeast corner
Surrounding land uses:	Dwelling houses to north and south, Educational establishment (Withcott)

State School) to east, Reserve for park to west
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**Figure 1.** Locality of Subject Site (source LVRC Intramaps)

### Site History and Background

The site has been used as a Dwelling house and contains several ancillary outbuildings. The proposed development would remove/demolish these existing structures and cease the Dwelling house use over the land.

### Proposal

The proposal seeks approval for a Childcare centre with up to 110 places (designed for children aged 0-5 years).

#### *Building*

A new single storey building is proposed consisting of 7 rooms for children with associated bath and preparation rooms, sleep rooms, meeting room, reception, staff room, staff facilities, admin, kitchen, laundry and storage rooms.

#### *Outdoor Use Area*

A large outdoor play area is proposed immediately adjacent to the new building, on the northern side of the site. The outdoor play area incorporates landscaping and play equipment. Acoustic fencing is proposed in certain locations along the northern and southern sides of the development.

#### *Hours of Operation*

The Childcare centre will operate from 6:30am to 6:30pm Monday to Friday with the outdoor play areas only used between 7am and 6pm. There will be 19 full time staff members.

*Access & Car Parking*

Access to the site will be from Biggs Road via a new commercial crossover. A total of 25 car parking spaces and 1 Small Rigid Vehicle (SRV) space will be provided adjacent to Biggs Road. The staff car parking is proposed in a tandem arrangement.

*Wastewater Treatment*

A new wastewater treatment and disposal system is proposed at the rear of the site.

*Earthworks*

The topography of the land necessitates significant quantity of earthworks (1084m<sup>3</sup> cut, 1433m<sup>3</sup> fill). As a result, retaining walls are proposed along the north, eastern and southern boundaries up to a maximum 1.5m in height.

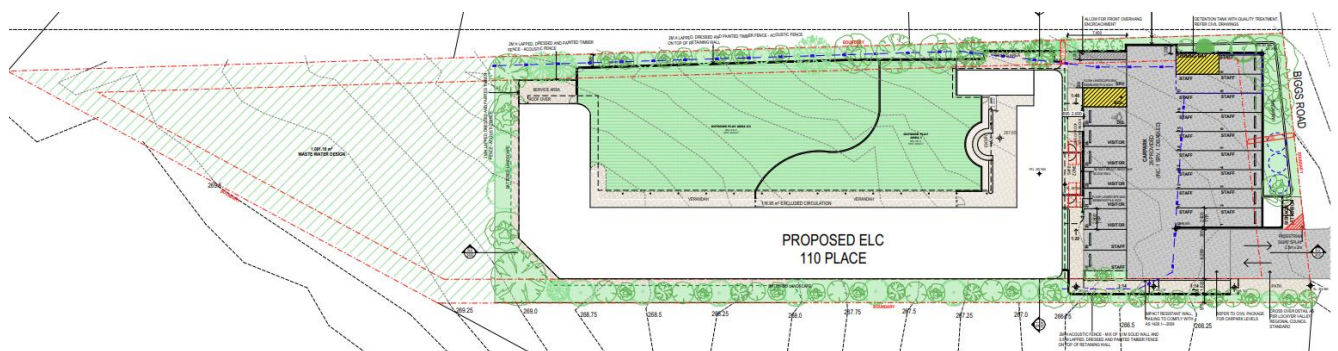
*Landscaping*

Landscaping is proposed along the boundaries adjacent to the building, outdoor areas, car parking and access to screen the development to the public and adjoining residents.

*Advertising Devices*

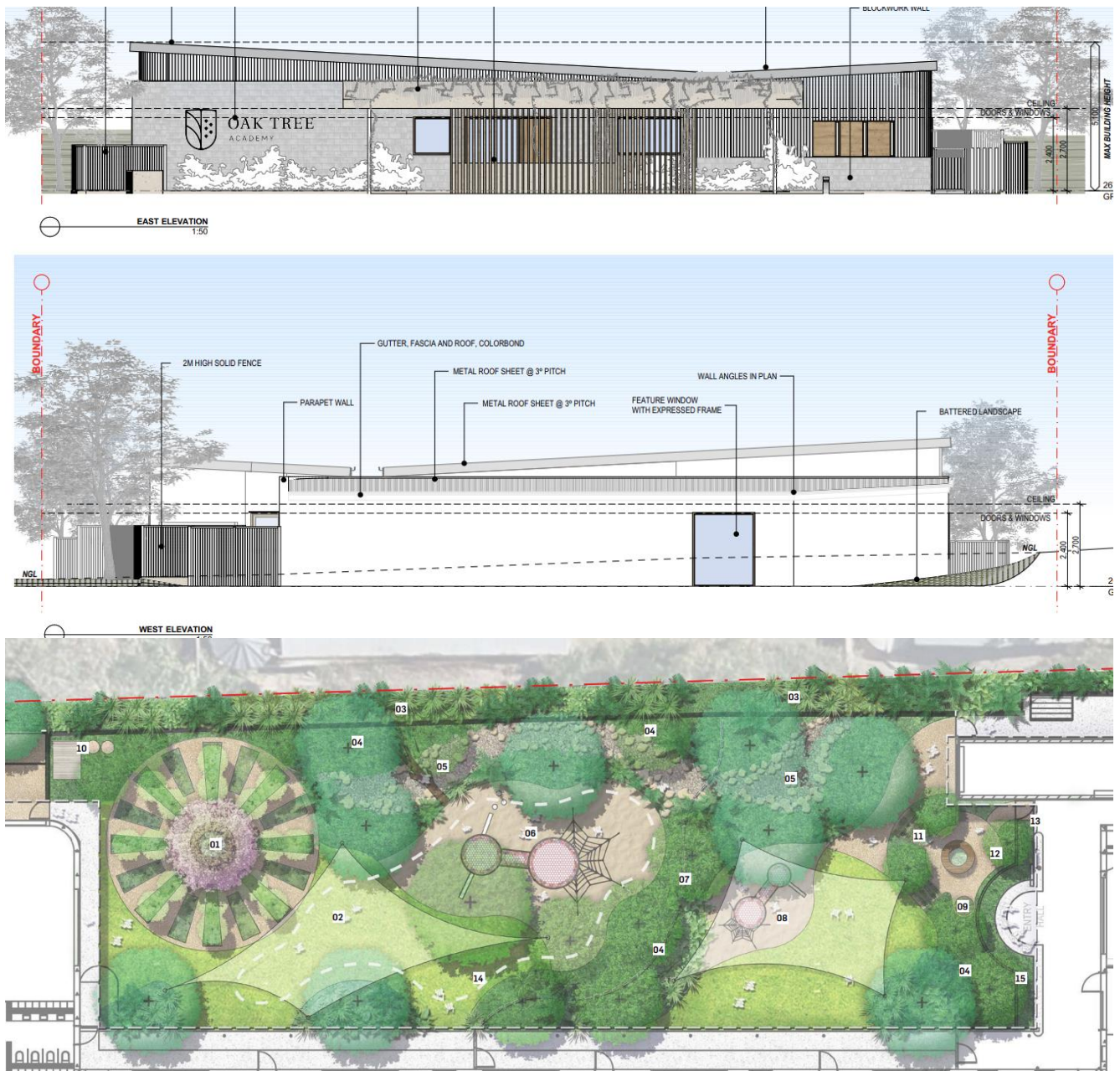
Signage includes letterbox signage at the site frontage and signage on the front wall of the building.

MATERIAL CHANGE OF USE	DEVELOPMENT PARAMETERS
	Proposed
Gross floor area	803.91m <sup>2</sup>
Building height / storeys	Maximum 5.1m
Setbacks	Front: 27.68m Side: 3m Rear: 12.97m
Site Cover	24.6%
Parking	25 car parking spaces (19 staff parking, 5 visitor, 1 PWD space) + 1 SRV space









**Figure 2.** Proposed development plans

## Planning Assessment

### *Gatton Shire Planning Scheme 2007*

The proposed development is identified as impact assessment under the Planning Scheme. The assessment against the Planning Scheme considered the following:

- Desired Environmental Outcomes
- Urban Residential Zone Code
- Advertising Device Code
- Building Work Code
- Earthworks Code
- Landscaping Code
- Lighting Code
- Services and Infrastructure Code

- Vehicle Access, Parking and On-Site Movement Code
- TLPI Flood Hazard Overlay Code

### Assessment against Planning Scheme Codes

The proposed development complies with all Probable solutions of the relevant codes, except where noted below.

#### Urban Residential Zone Code

Specific Outcome	<p><i>(1)(c) Non-residential uses on land in this zone are encouraged where the proposed use:</i></p> <p><i>(i) is small in scale and performs a local function;</i></p> <p><i>(ii) complements residential amenity;</i></p> <p><i>(iii) primarily serves residents of the immediate area.</i></p>
Applicant's response:	<p><i>"The proposed childcare centre has been designed in accordance with the specific outcomes listed in section 4.42 of the Urban Residential Zone Code.</i></p> <p><i>The proposal is considered to achieved the specific outcomes as the development:</i></p> <p><i>(i) Is small in scale and performs a local function;</i></p> <p><i>(ii) Complements residential amenity;</i></p> <p><i>(iii) Primarily serves residents of the immediate area.</i></p> <p><i>Given the nature of the use, it is considered to be a community facility and therefore achieves a consistent non residential land use as envisaged within the urban residential zone."</i></p>
Officer's assessment:	<p>The development provides for a Childcare centre to serve the local community. The development will be located close to the existing Withcott State School and along a higher order road (Biggs Road – urban collector road) which is conveniently located and accessible from the Warrego Highway.</p> <p>A Childcare Needs Assessment, prepared by Business Geographics Pty Ltd was submitted with the application and reviewed by Council's Senior Economic Development Officer. The report identified that there is only one (1) other long day care centre in Withcott and a total of two (2) in the local catchment supplying a total of 136 places. The local catchment has 481 children under the age of 5. Therefore indicating that the existing demand well exceeds available supply. An additional Childcare centre within Withcott would improve availability to the local community.</p> <p>The development therefore complies in part with Specific Outcome 1(c) by performing a local function and primarily serving residents of the immediate area.</p> <p>However, the development does not comply with other parts of Specific Outcome 1(c) as it is not small in scale and does not complement residential amenity.</p> <p>While not small, the scale of the proposed development is appropriate for the site because:</p> <ul style="list-style-type: none"> <li>• All necessary infrastructure and services (e.g. wastewater treatment, car parking, stormwater management) is accommodated to a suitable standard.</li> <li>• Building setbacks comply with the relevant assessment benchmarks.</li> </ul>



- Building height is single storey, which is consistent with the surrounding residential context.
- Landscaping is provided throughout the site, including adjacent to all boundaries.

Similarly, while not complementing residential amenity, the impacts of the proposed development can be mitigated to an appropriate degree.

A Noise Impact Assessment (NIA), prepared by Renzo Tonin & Associates was submitted with the application and reviewed by Council's Environmental Health Officer. Acoustic fencing (as per red lines in image below) is proposed to reduce any noise nuisance to the surrounding residences. The NIA was prepared based on the *Environmental Protection (Noise) Policy 2019* and *Association of Australian Acoustical Consultants (AAAC) Child Care Centre Noise Assessment Technical Guideline*.

The NIA identified a daytime criterion for variable noise of 42dBA. Predicated noise levels from the development at sensitive receivers are as follows:

- Mechanical plant area expected to be located in the service area adjacent to Room 7: 37dBA;
- Outdoor play areas: 42dBA
- Carpark: 35dBA
- Delivery vehicles: 28dBA
- Cumulative noise: 39dBA

The NIA include several recommendations, including:

- Construct 2m high acoustic fences as per the below image, having a minimum density of 12kg/m<sup>2</sup> with no gaps between panels or bottom of the fence;
- Hours of operation between 6:30am and 6:30pm, Monday to Friday with outdoor play areas restricted to 7am to 6pm use; and
- Mechanical plant to be reviewed when units are selected and to comply with relevant noise limits.

Conditions of approval are recommended requiring the development to be carried out in accordance with the NIA as well as all mechanical plant to be located within the service area as identified on the proposal plans. To further ensure no noise issues, a condition is recommended requiring the acoustic boundary along the southern side boundary to extend from the front building line to the rear boundary.



Based on advice from Council's Development Assessment Engineers, the additional traffic generated by the proposed development is within the existing capacity of Biggs Road.

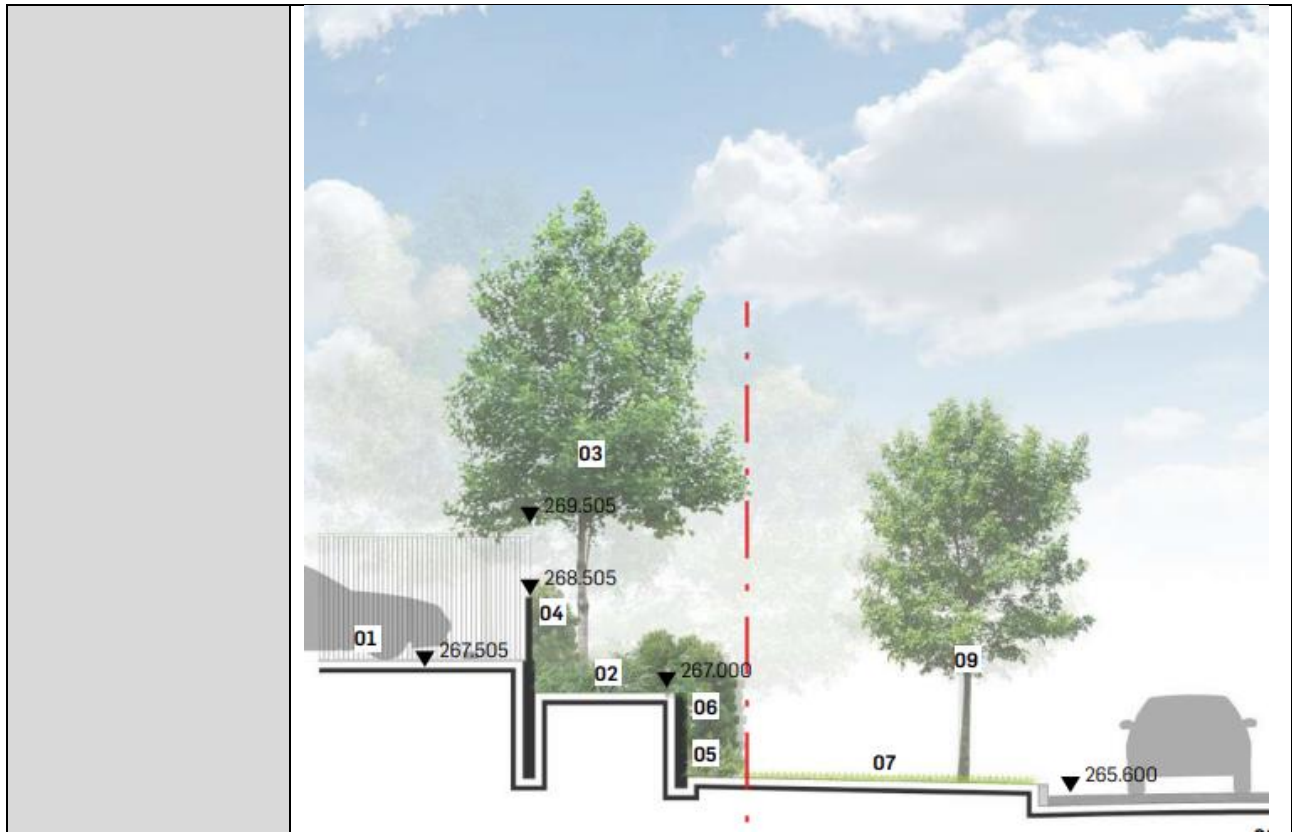
	<p>Therefore, despite a degree of non-compliance with this assessment benchmark, and on the balance of relevant matters, the application is recommended for approval on the following basis:</p> <ul style="list-style-type: none"> <li>• the use is co-located with a primary school;</li> <li>• the use provides residents with access to a service locally;</li> <li>• the use is located on a higher order collector road as opposed to a lower order road;</li> <li>• landscaping treatment is incorporated into the design of the development to visually enhance the development from public roads and adjoining residential properties; and</li> <li>• Acoustic treatments have been incorporated into the design to reduce any noise nuisance to surrounding residents (discussed in detail below).</li> </ul>
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### Earthworks Code

Probable Solution	<p><i>A1.1 The extent of excavation (cut) and fill is minimised and revegetated immediately following completion of the works, and does not:</i></p> <p><i>(a) change the landscape as to create scarring from erosion and/or landslips;</i></p> <p><i>(b) involve a change in level of more than 1.0m relative to natural ground level at any point; and</i></p> <p><i>(c) occur within 1.5m of site boundaries.</i></p>
Specific Outcome	<p><i>P1. Earthworks do not:</i></p> <p><i>(a) cause environmental harm;</i></p> <p><i>(b) impact adversely on the visual amenity or privacy of surrounding premises including public places;</i></p> <p><i>(c) impact unreasonably on natural landforms or drainage patterns;</i></p> <p><i>(d) cause instability on site when earthworks is completed; and</i></p> <p><i>(e) adversely impact visual significance of the site.</i></p>
Applicant's response:	<p><i>"The proposed development requires earthworks to be undertaken to level out the site. It's noted that there are earthworks proposed to occur within 1.5m of the site boundaries and the earthworks will result in a change in level over 1.0m in some areas of the site. However, where this occurs, tiered retaining walls no more than 1.5m in height are proposed. However, landscaping is proposed around the site perimeter to ensure no impacts will occur in relation to visual amenity and privacy.</i></p> <p><i>The proposed works will not impact on drainage and an appropriate stormwater management solution has been designed in conjunction with the proposed earthworks."</i></p>
Officer's assessment:	<p>The development results in earthworks within 1.5m of the site boundaries and in parts exceeds 1.0m change in ground level.</p> <p>Conditions are recommended relating to carrying out the earthworks so as to ensure no environmental harm or instability of the site once completed.</p> <p>Retaining walls are proposed along the northern side boundary, front boundary (eastern) and southern side boundary. Retaining walls are setback a minimum of 1m from the site boundary and do not exceed 1.5m in height. Landscaping is proposed between the retaining wall and property boundary to visually improve the interface to Biggs Road and adjoining properties.</p>



	Acoustic fencing is proposed along the northern boundary and part of the southern boundary which will provide a screen between the development and adjoining Dwelling houses therefore maintaining privacy. The proposal complies with Specific Outcome P1.
Probable Solution	<i>A4.4 Filling or Excavation is not carried out within 1.5m of any site boundary.</i>
Specific Outcome	<i>P4. Retaining walls and batters are designed, constructed and landscaped to:</i> <i>(a) minimise the height of retaining walls and batter faces;</i> <i>(b) minimise the visual impact on any public place or adjoining land; and</i> <i>(c) ensure the stability and longevity of the retaining walls and batters and the safety of people and properties.</i>
Applicant's response:	<i>"Where proposed, retaining walls and batters are designed, constructed, and landscaped to:</i> <i>a) minimise the height of retaining walls and batter faces;</i> <i>b) minimise the visual impact on any public place or adjoining land; and</i> <i>c) ensure the stability and longevity of the retaining walls and batters and the safety of people and properties.</i>  <i>Refer to the attached Civil Engineering Report and Drawings prepared by VT Consulting for more information."</i>
Officer's assessment:	Earthworks are proposed within 1.5m of site boundaries.  All retaining walls are setback a minimum of 1m from any site boundary with a maximum height of 1.5m.  The height of retaining walls have been minimised through the earthworks design which provides a similar amount of cut and fill quantities. Splitting the cut and fill to provide similar quantities reduces significant amounts of either cut or fill thus reducing the overall retaining wall heights.  Further the extent of earthworks is required to ensure appropriate grades for building pad, driveway and car parking gradients, stormwater discharge and effluent disposal.  To minimise the visual impact, landscaping is proposed between the retaining walls and property boundaries (refer to section of Biggs Road interface below). It is recommended that landscaping along the boundary which consists of screening shrubs, have a minimum height at maturity of 1.5m.  A further Operational works development application is required which will include the retaining walls and require detailed design by a Registered Professional Engineer Queensland (RPEQ) therefore enquiring stability and longevity of the retaining walls having regard to safety of people and property.  The proposal complies with Specific Outcome P4.



#### Vehicle Access, Parking and On-Site Movement Code

The development includes 25 car parking spaces of which 19 are proposed for staff car parking which complies with the required rate of parking at 1 space per staff member (19 employees). The staff car parking spaces (1-8, 10-17) are proposed in a tandem arrangement. No visitor car parking spaces are in a tandem arrangement.

The submitted Traffic Impact Assessment, prepared by ITE Consulting, included a Car Parking Management Plan to demonstrate the safe and efficient movement of vehicles and pedestrians.

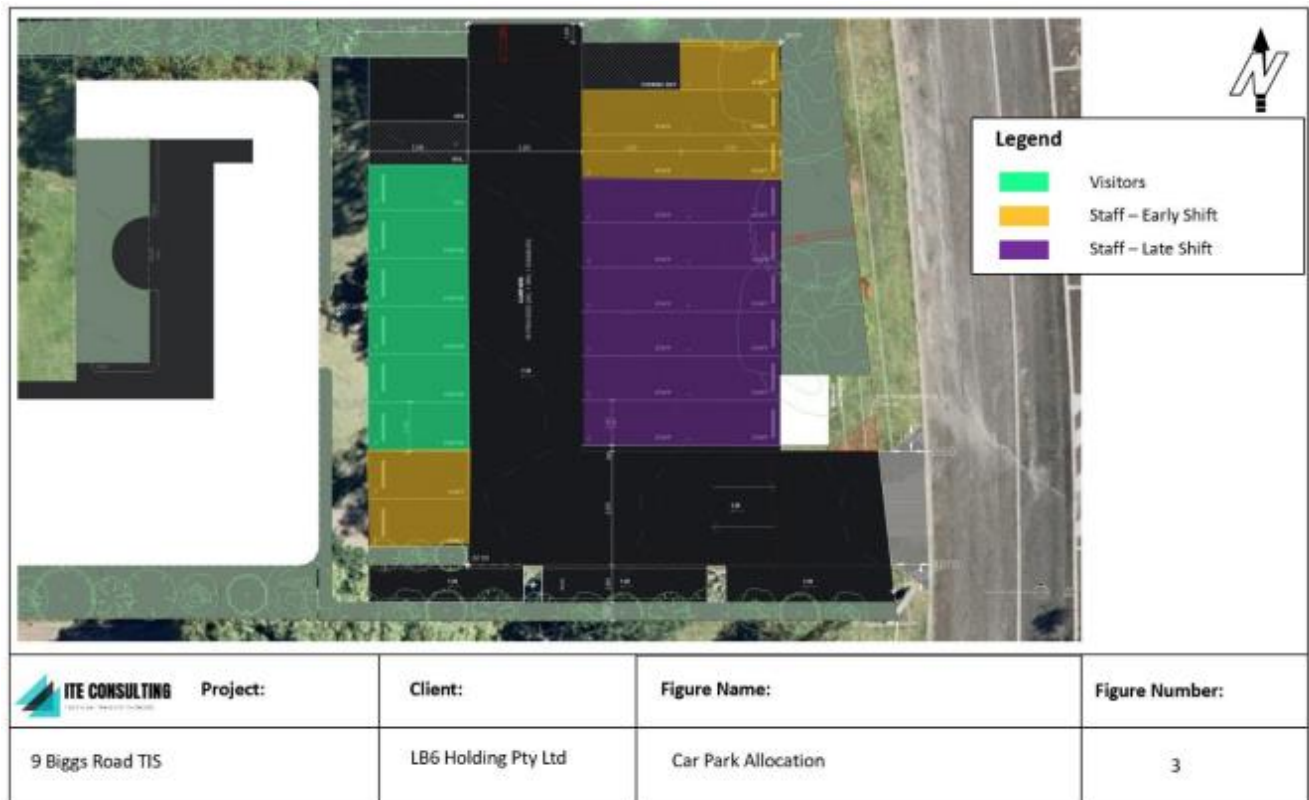
As per Figure 3 below, the staff car parks will be separated into early shift (6:30-8:00am to 2:30-4:00pm) and late shift (9-10am to 5-6:30pm) staff.

The proposed car parking arrangement prioritises convenient and efficient entry, parking and exit for visitors, which will have the highest turnover. Staff movements occur less frequently, and more predictably, therefore can be managed operationally.

All early shift staff parking will be consolidated as these staff generally finish at the same time, allowing for ease of exiting the premises. There are also two (2) non-tandem staff spaces should there be a need if there is an alternative/early finish time.

The proposed arrangement, supported by the CPMP, demonstrates that the car parking can operate in a safe and efficient manner to comply with the Planning Scheme. It is recommended that a condition be imposed for linemarking to clearly delineate between visitor and staff car parking spaces.

The proposal complies with the Vehicle Access, Parking and On-Site Movement Code.



**Figure 3.** Concept Parking Management Plan

The development complies with all other assessment benchmarks:

- Two small advertising devices, non-illuminated are proposed on the premises attached to the building and mailbox;
- Maximum building height is 5.1m and building setbacks a minimum 6m from front boundary and 1.5m from side and rear boundaries;
- Landscaping is proposed throughout the development site and in particular to the front and side boundaries to visually screen the development from Biggs Road and adjoining properties;
- A new internal stormwater system will be constructed to capture flows arriving at and within the site to discharge to Biggs Road.
- Can be connected to water, electricity and telecommunications and has adequate area for an on-site effluent disposal system for treatment and disposal of wastewater; and
- Has sufficient area to enable a Small Rigid Vehicle (SRV) being the maximum design vehicle to enter and exit the site in a forward gear.

#### TLPI

The premises is included within the Flood hazard overlay of the *Temporary Local Planning Instrument 2022 Flood Regulation* (TLPI). An overland flow path traverses the property in the south-eastern corner from 11 Biggs Road through the subject land to Biggs Road.

A Flood Impact Assessment, prepared by WRM was submitted with the application. In the 1% AEP flood event, minor increases as a result of the development occur along Biggs Road (refer to Figure below). These increases will not affect the trafficability of Biggs Road. No increases in flooding will occur on nearby properties.

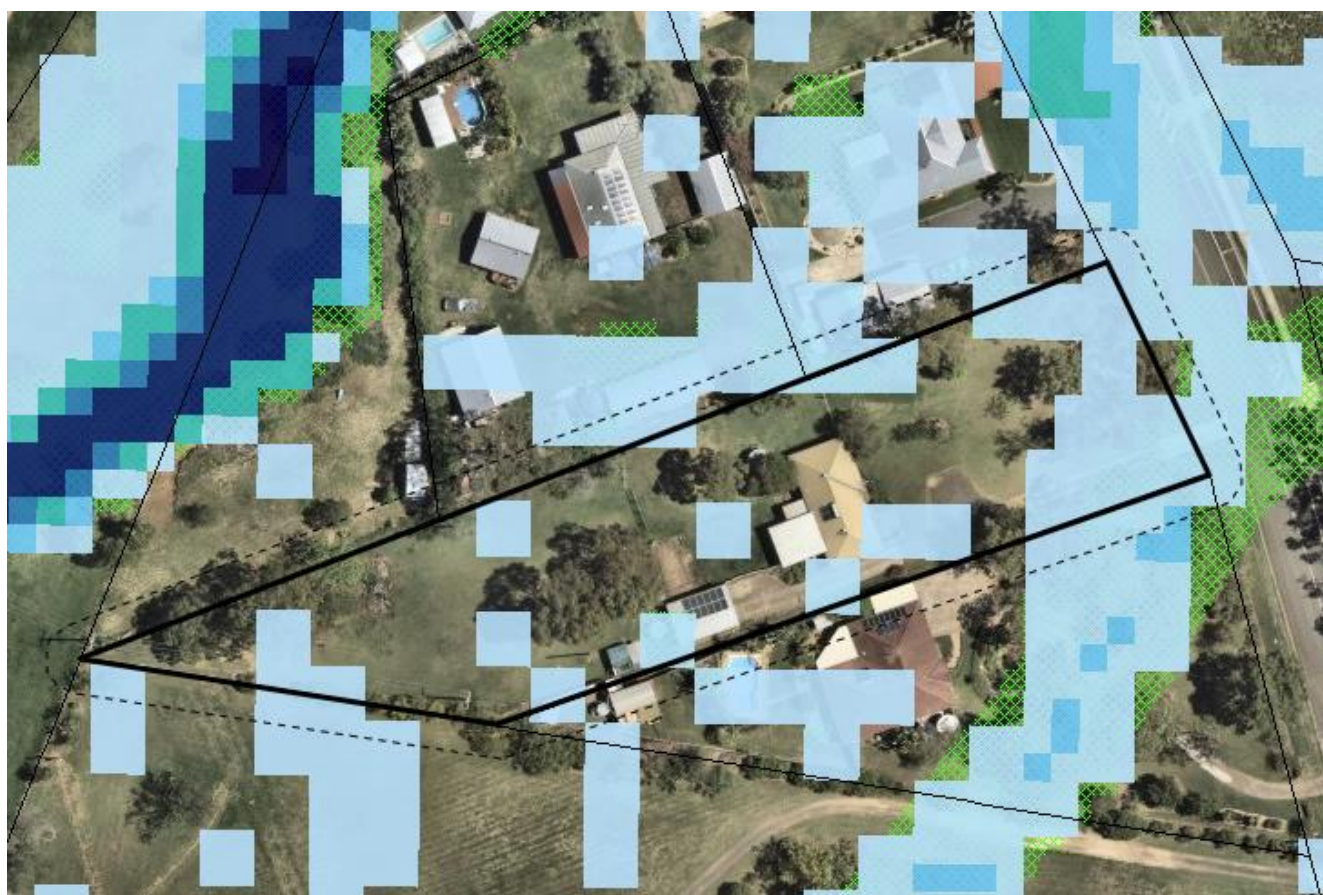
To ensure flow of water is not impeded or redirected to nearby properties, Council's Development Assessment Engineers recommended conditions be included requiring:

- any fencing along the southern side boundary be permeable up to 20cm for 25m from the front boundary;
- the driveway to be constructed in accordance with the earthworks identified on the submitted preliminary earthworks plan; and
- a dV assessment as part of the Operational works application and if required, incorporation of a cutoff drain to direct flows to Biggs Road. This will ensure any overland flow from the neighbouring property is diverted to Biggs Road with a swale drain between the property boundary and retaining wall.

The Flood Impact Assessment demonstrates that the finished floor level proposed of 267.9m AHD is 1.5m above the 0.2% AEP therefore achieves an appropriate freeboard. A condition is recommended requiring the finished floor level to be 267.90m AHD.

The use involves vulnerable persons, and the site will likely be isolated in a flood event preventing collection of children, with Withcott affected by flooding with little warning time. Therefore, to ensure safety of persons during a flood event, a condition is recommended requiring a Flood Risk Management Plan (FRMP) to be submitted with lodgement of the Operational works.

The proposal complies with the TLPI Flood Hazard Overlay Code.





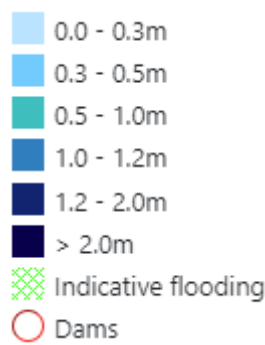


Figure 4. Defined Flood Level depth mapping (source LVRC Flood information portal)

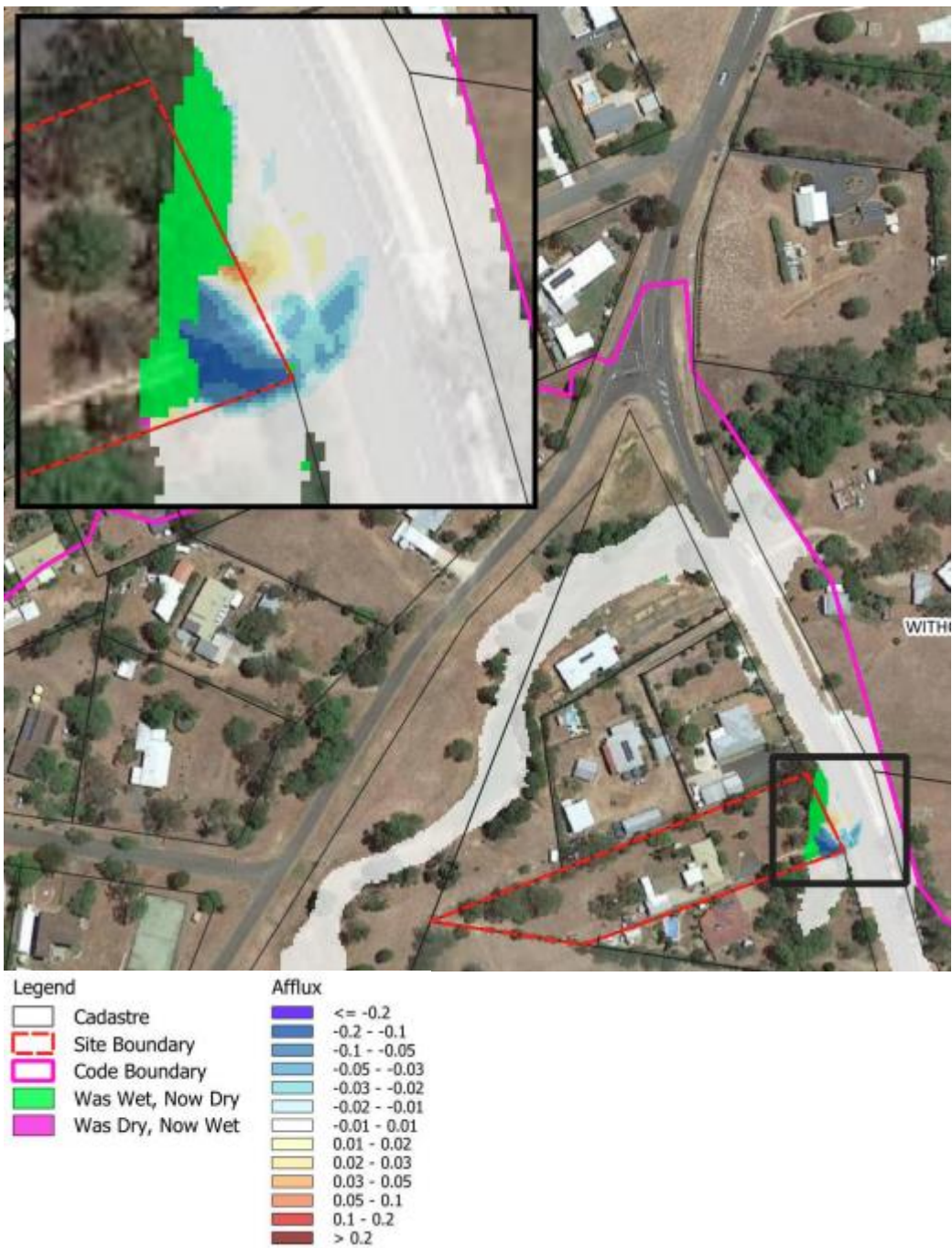


Figure 5. 1% AEP Afflux

## Draft Lockyer Valley Planning Scheme

Pursuant to the draft Lockyer Valley Planning Scheme, the site is located in the:

- Low density residential zone
- Overlays:
  - OM3A Biodiversity – Ecological Areas overlay
  - OM5 Cultural heritage overlay (Biggs Road local heritage route)
  - OM12A Waterways and water resource catchment – Ecosystems overlay
  - OM12B Waterways and water resource catchment overlay – water resource catchment overlay

Under the Draft Planning Scheme, the proposal would be defined as a Childcare centre and remain Impact assessable. A Childcare centre is a consistent use in the Low density residential zone where it is fulfilling a local function and primarily services residents of the immediate area and, can protect and maintain residential character and amenity and not compromise the vitality, role and function of centre zones.

The use is co-located with the nearby Withcott State School. As discussed above, there is a need for additional Childcare within the local area to service residents. The development has been designed to incorporate acoustic attenuation measures and landscaping to visually enhance the development. The development is consistent with the Community and recreation activities code. The proposed development is not otherwise considered to cut across a planning intent expressed in the Draft Planning Scheme.

## State Planning Requirements

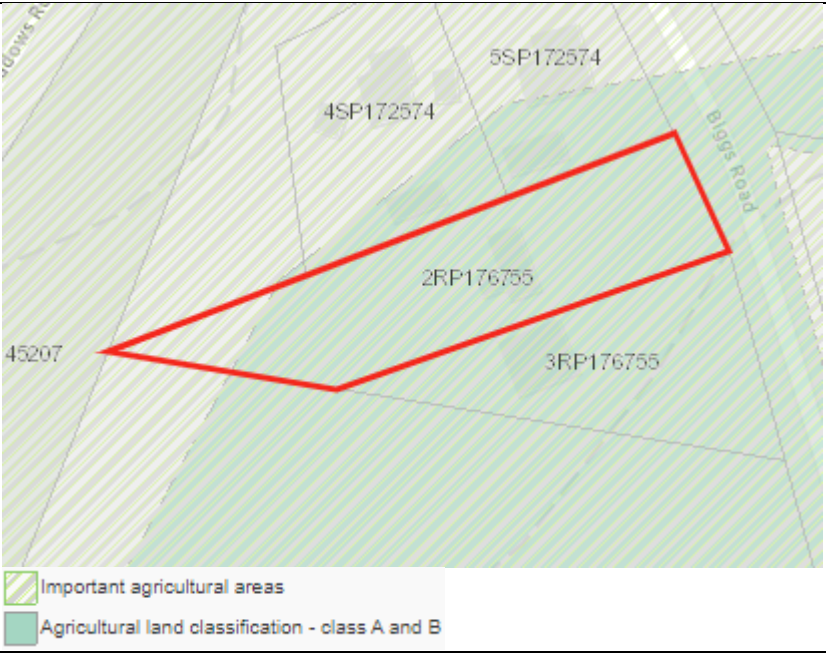
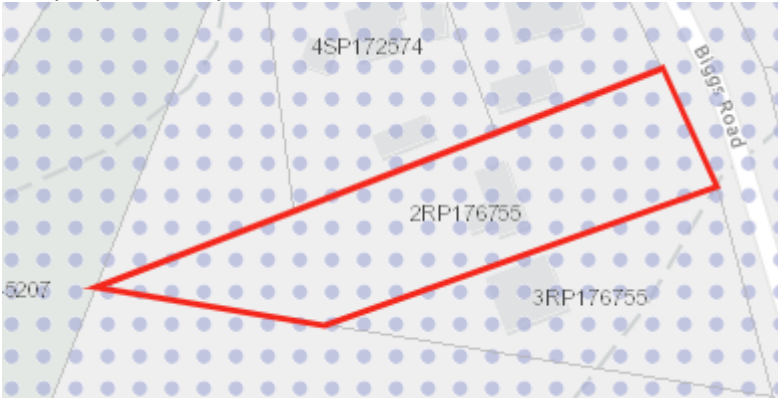
### South East Queensland Regional Plan 2023 (Shaping SEQ)

The site is located in the Urban Footprint. The development proposal is for an urban activity in the Urban Footprint, and there are no requirements in the *Planning Regulation 2017* applicable to the development proposal.

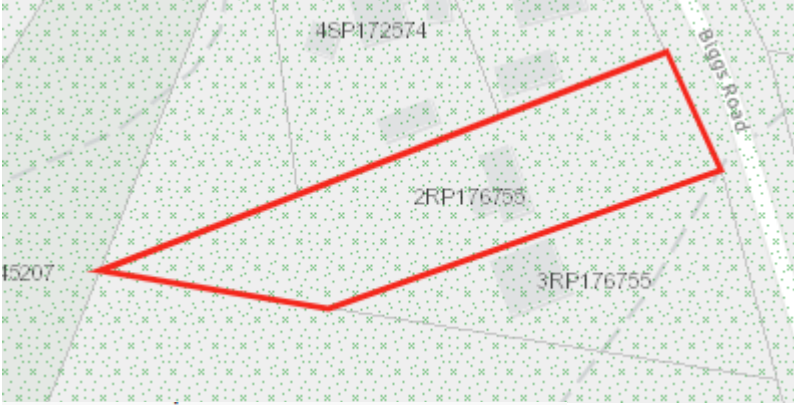
### State Planning Policy (SPP)

As the Planning Scheme does not reflect the current SPP, an assessment of the proposal against relevant state interests has been undertaken.

<b>SPP THEME</b>	<b>ASSESSMENT</b>
<b>Liveable communities and housing:</b> <ul style="list-style-type: none"> <li>• Housing supply and diversity</li> <li>• Liveable communities</li> </ul>	Not applicable to proposed development.
<b>Economic Growth:</b> <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Development and construction</li> <li>• Mining and extractive resources</li> <li>• Tourism</li> </ul>	<u>Agriculture</u> The land is located within the Important agricultural areas and Agricultural land classification – class A and B. The land is 4331m <sup>2</sup> and is located within an urban area consisting of Dwelling houses and community facilities. Therefore, use of the land and surrounding area for agricultural purposes is not an appropriate outcome. The land size being of a small scale prevents any viable use of the land for agricultural purposes. The proposal complies with this State interest.

	
<p><b>Environment and heritage:</b></p> <ul style="list-style-type: none"> <li>• Biodiversity</li> <li>• Cultural heritage</li> <li>• Water quality</li> </ul>	<p><u>Water quality</u></p> <p>The land is located within the Water resource catchment.</p> <p>A new on-site wastewater treatment and disposal system is proposed to be installed to service the development. Any wastewater will be treated prior to discharge.</p> <p>A Stormwater Management Plan, prepared by vT Consulting Engineers, was submitted with the application. New stormwater infrastructure will be constructed internally incorporating an underground detention tank and stormwater pipes which will be connected via pipe to the existing stormwater main along Biggs Road.</p> <p>A stormwater filter is proposed (ATLAN Filter system) to treat stormwater runoff prior to discharge. With implementation of the stormwater treatment system achieves the relevant Water Quality Objectives.</p> <p>Erosion and sediment control measures will be implemented during construction and it is recommended a condition be included requiring an Erosion and Sediment Control Plan as part of Operational Works.</p> <p>The proposal complies with this State interest.</p> 



	
<b>Safety and resilience to hazards:</b> <ul style="list-style-type: none"> <li>Emissions and hazardous activities</li> <li>Natural hazards, risk and resilience</li> </ul>	<p><b>Natural hazards, risk &amp; resilience</b></p> <p>The land is located within the Flood hazard area. Refer to the assessment under the TLPI section demonstrating that the development manages the flood hazard to an acceptable level. The proposal complies with this State interest.</p>
<b>Infrastructure:</b> <ul style="list-style-type: none"> <li>Energy and water supply</li> <li>Infrastructure integration</li> <li>Transport infrastructure</li> </ul>	Not applicable to proposed development.

## Referrals

### Internal

The application was internally referred to Council's engineer, plumbing inspector and environmental health officer. Relevant conditions have been included in the recommendations.

### External

### Planning Regulation 2017 Referrals

The application did not trigger referral under the *Planning Regulation 2017* (Planning Regulation).

### Infrastructure Charges

In accordance with section 13 of the *Lockyer Valley Adopted Infrastructure Charges Resolution (No. 7) 2023*, a levied charge is applicable to the development proposal and has been calculated as shown in the below table taking into consideration any applicable credits or offsets. An infrastructure charges notice is recommended to be issued.

Charge Type	Demand Unit	No. of Demand Units	Rate	TOTAL
PROPOSED DEMAND				


Charge	Educational facility	803.91	\$75.98	\$61,081.08
TOTAL PROPOSED DEMAND				\$61,081.08
<b>EXISTING DEMAND</b>				
Credit	Dwelling house	1	-\$13,764.86	-\$13,764.86
TOTAL EXISTING DEMAND CREDIT				-\$13,764.86
<b>TOTAL AMOUNT PAYABLE</b>				<b>\$47,316.22</b>

### Trunk Infrastructure

The development is adequately serviced by trunk infrastructure and does not require any additional trunk infrastructure or upgrades of trunk infrastructure. Further, no trunk infrastructure upgrades are identified in Council's Local Government Infrastructure Plan (LGIP).

### Public Notification

The application was impact assessable and was publicly notified for 15 business days, from 8 February and 29 February 2024. On 1 March 2024 Council received the notice of compliance confirming public notification has been carried out in accordance with the requirements of the *Planning Act 2016*. Council received 27 properly made submissions. Of these, 26 were in support of and one (1) raised concerns with the proposal, with the key issues discussed below. Council received 27 not properly made submissions, all in support of the proposal. These were not properly made due to non-compliance with the requirements of the *Planning Act 2016* for properly made submissions (e.g. address, name etc.).

ISSUE	RESPONSE
<p>The eastern end of the development will obstruct the flow of water in the overland flow path and will pond on adjoining Lot 3 RP176755. The current flow path runs from Lot 3 approximately 5 metres from the south east corner and runs along the existing driveway on the subject premises.</p> 	<p>As discussed above under the TLPI, the submitted Flood Impact Assessment, prepared by WRM demonstrates that the development will not cause afflux or worsening to adjoining Lot 3.</p> <p>Conditions are recommended relating to fencing construction to ensure flow of water is maintained.</p>
<p>Electricity is supplied to Lot 3 RP176755 via power poles on the subject premises, it is unclear whether this configuration will change.</p>	<p>The powerlines are located adjacent to the rear property boundary, however, are not within an easement. The proposal plans provided identify that minor earthworks (cut – up to 30cm) will be undertaken under the powerlines and indicate that this powerline will be retained.</p>
<p>Traffic will be noticeably more congested. There is a lack of parking or access for parents with oversize vehicles such as cars with trailers and it is unclear how these vehicles will be accommodated. The nearby Childcare centre frequently has oversize vehicles.</p>	<p>Biggs Road is an Urban Collector Road therefore a higher order residential road. It provides access to a catchment that includes a major traffic generating use (Withcott State School).</p> <p>A Traffic Impact Assessment, prepared by ITE</p>

	<p>Consulting was submitted with the application.</p> <p>The existing peak hour trips are 350-480 in the AM peak and 200-400 in the PM peak. The use will generate approximately 74 vehicle trips during the AM peak and 55 vehicle trips during the PM peak hour, which represents a 19% and 15% increase in traffic on Biggs Road, respectively.</p> <p>Biggs Road is a collector road with a daily vehicle capacity up to 5,000 vehicles per day as per the LVRC road hierarchy table. On the assumption that the peak hour traffic is approximately 10% of daily traffic, the estimated traffic volumes are between 3,500 to 4,00 vehicles. The development is likely to generate less than 200 vehicle trips per day and is well within the capacity and expected traffic volumes for Biggs Road.</p> <p>An analysis of the Biggs Road and Meadows Road intersection as a result of the development demonstrated it would operate within acceptable levels of delay. The intersection modelling at the year of opening and the 10 year design horizon indicate that the intersection operates well within acceptable limits pre and post development (delays under 42s, with level of service A maintained in both scenarios).</p> <p>Therefore, traffic generation is within acceptable limits.</p> <p>Swept paths were provided for a SRV being the largest design vehicle expected and can enter and exit in a forward gear. Any cars with trailers are unlikely to be able to enter and exit in a forward gear therefore meaning these vehicles need to park on the road. The Planning Scheme does not require Childcare centres to include a dedicated space for car and trailers as it is generally not a regular vehicle arrangement associated with the use.</p>
<p>The development will provide vital childcare services to meet the growing needs of families in the area. The development has been designed with the following child safety and security, aesthetic integration, accessibility and traffic management, and acoustic treatment and community sensitivity.</p>	<p>The assessment provided above demonstrates that the development can be approved subject to reasonable and relevant conditions.</p>

## Conclusion

The proposal:

- Has a demonstrated need for the use in this location;

- 
- On the subject site is a good location for this need to be fulfilled because it is co-located with a primary school and on a higher order road;
  - Can be appropriately connected to water, on-site effluent treatment and disposal, electricity, telecommunications and stormwater;
  - Generally complies with the relevant assessment benchmarks and in particular:
    - Incorporates landscaping to visually enhance the appearance of the development;
    - Incorporates noise attenuation measures to maintain residential amenity of the surrounding area; and
    - Includes new car parking and driveway to service the development; and
  - The extent of non-compliance with the planning scheme is minor and the overall balance weighs strongly in favour of approval.

It is therefore recommended the development application be approved subject to conditions in accordance with section 60 of the *Planning Act 2016*.

#### Options

Option A: Approve the development application subject to reasonable and relevant conditions.

Option B: Approve the development application in part subject to reasonable and relevant conditions.

Option C: Refuse the development application.

#### Critical Dates

A decision on the application must be made by 2 May 2024 in accordance with the *Planning Act 2016* and *Development Assessment Rules*.

#### **Strategic Implications**

##### Corporate Plan

Lockyer Planned – A development assessment process that delivers quality development that is consistent with legislation, best practice and community expectations.

##### Finance and Resource

Should the decision be contested in the Planning and Environment Court financial implications may occur.

##### Legislation and Policy

The application has been assessed in accordance with the requirements of the *Planning Act 2016*. Legal implications arising from the recommendation provided in this report are that the applicant and/or submitters may appeal the decision to the Planning and Environment Court.

##### Risk Management

The application has been assessed in accordance with the *Planning Act 2016*. Any risks have been mitigated through assessment of the application in accordance with legislative requirements and the recommendation of reasonable and relevant conditions.

#### **Attachments**

- 1 [📄](#) MC2023/0090 Proposal Plans 8 Pages
- 2 [📄](#) MC2023/0090 Landscape Plans 6 Pages



# OAK TREE ACADEMY WITHCOTT

**DA ISSUE ISSUE**  
9 BIGGS ROAD WITHCOTT QLD 4352  
FOR LB6 Holding Pty Ltd



ARTIST IMPRESSION ONLY

DRAWING LIST	
SHEET	DRAWING NAME
22007-DA-000	COVER PAGE
22007-DA-010	CONCRETE ATTACH
22007-DA-040	DRILL ANALYSIS & COMMENTS
22007-DA-100	SITE PLAN
22007-DA-130	FLOOR PLAN
22007-DA-160	ROOF PLAN
22007-DA-200	ELEVATIONS 1
22007-DA-206	ELEVATIONS 2
22007-DA-300	SECTION 06
22007-DA-900	SECTION 07

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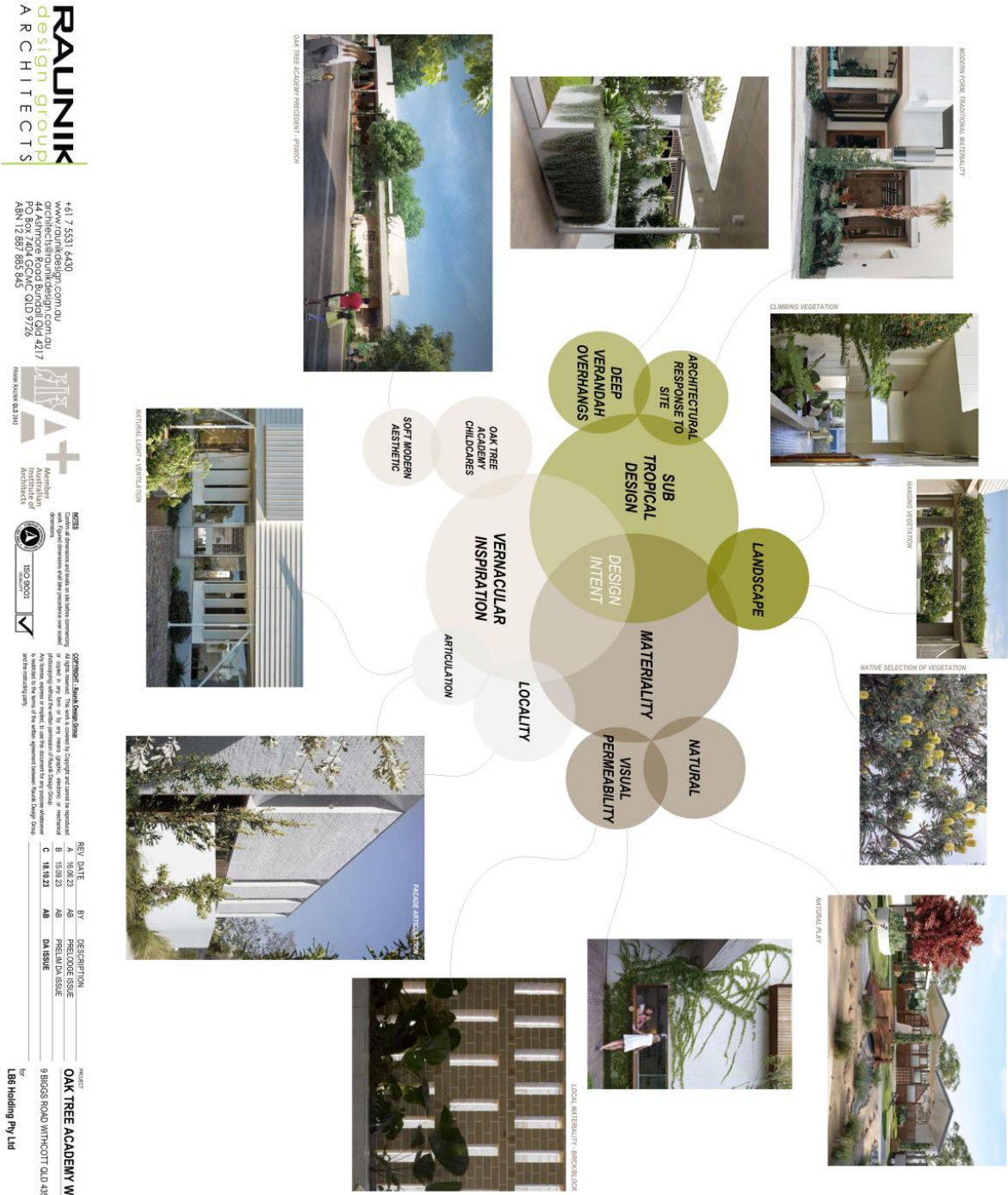
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K 25.01.24	AB	DAISSUE

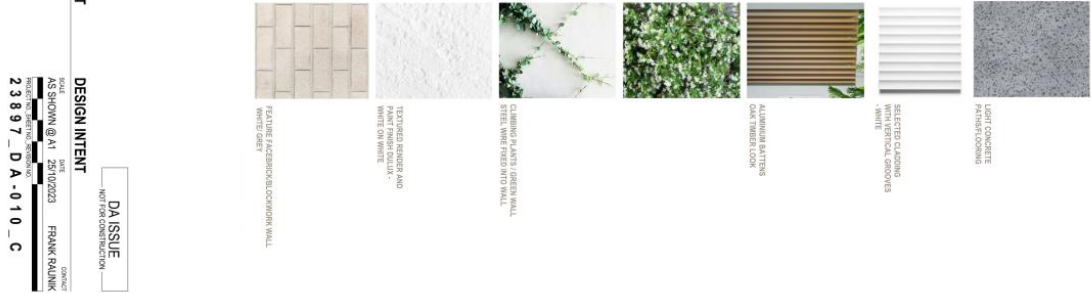
PROJECT  
**OAK TREE ACADEMY WITHCOTT**  
9 BIGGS ROAD WITHCOTT QLD 4352  
for  
**LB6 Holding Pty Ltd**

**COVERPAGE**

DESIGN INTENT EXTERIOR



FINISHES PALETTE EXTERIOR



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B	16.08.23	AB	PRELIMINARY ISSUE
C	16.08.23	AB	PRELIMINARY ISSUE
D	16.08.23	AB	PRELIMINARY ISSUE

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9 BIGGS ROAD WITHCOTT QLD 4262  
FOR: LBB Holding Pty Ltd

DESIGN INTENT  
DATE: 16.08.23  
DRAWN BY: RAJUNIK  
CHECKED BY: RAJUNIK  
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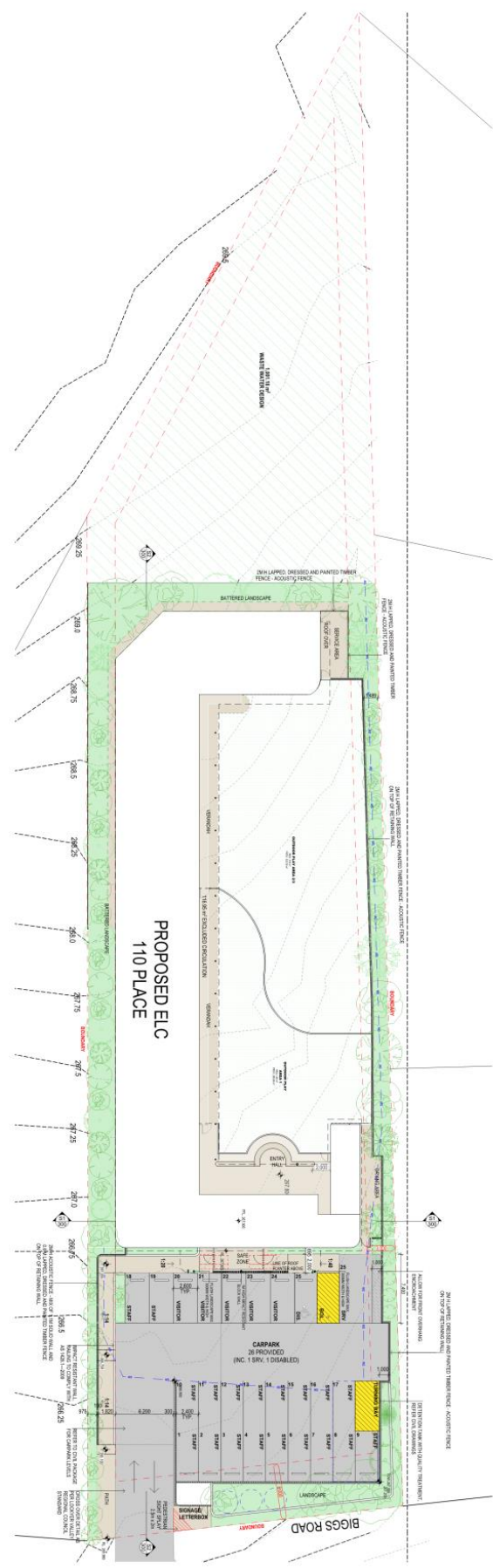
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I	31/1/23	AB	DA ISSUE
J	23/1/24	AB	DA ISSUE

PROJECT: **OAK TREE ACADEMY WITHCOTT**  
9 BIGGS ROAD WITHCOTT QLD 4552  
For: **LB6 Holding Pty Ltd**

**SITE PLAN**  
SCALE: 1:200  
DRAWN BY: **DAVID ROBINSON**  
DATE: **23/01/2024**  
CHECKED BY: **DAVID ROBINSON**  
DATE: **23/01/2024**  
PROJECT NO: **23897-DA-100-J**

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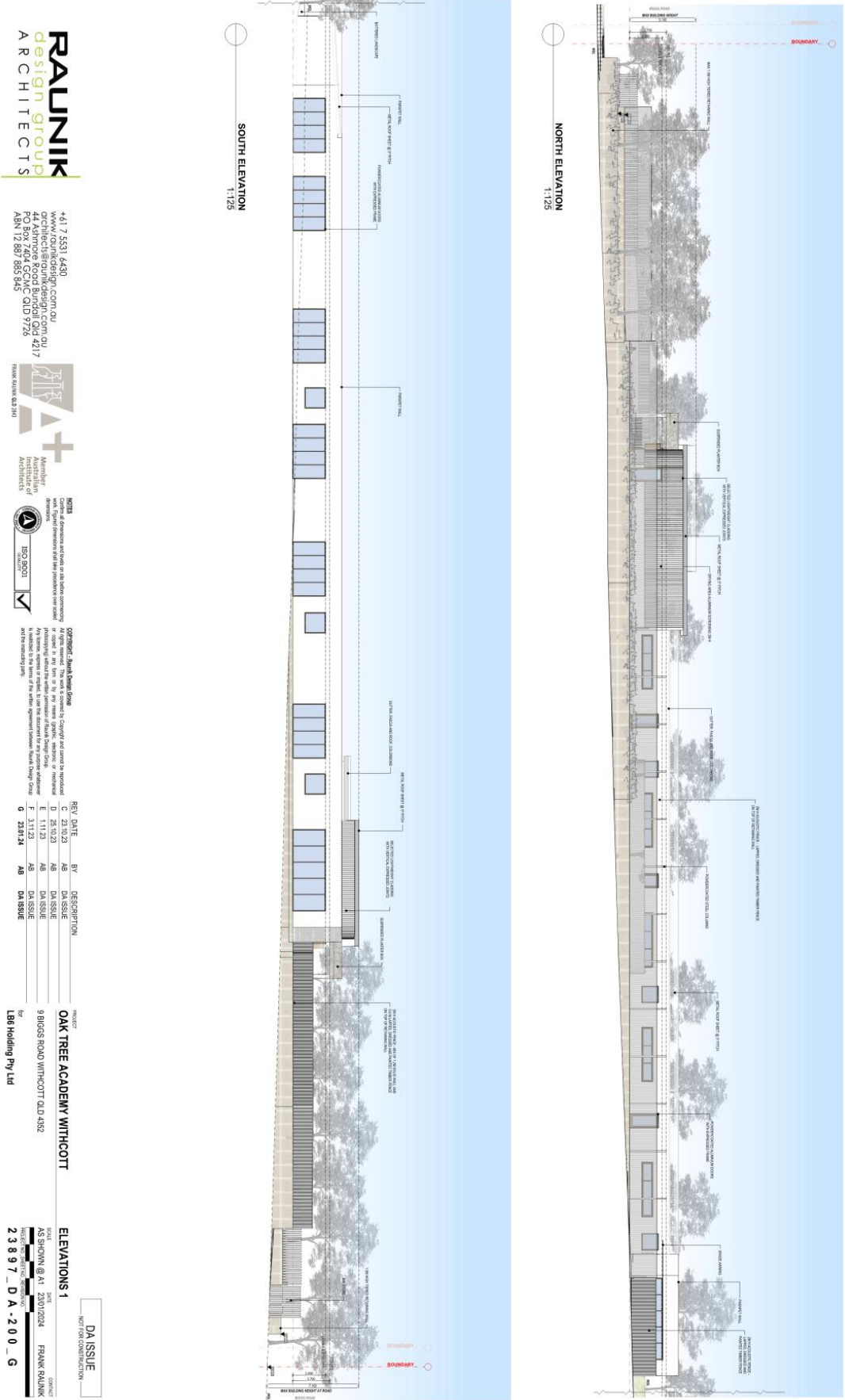
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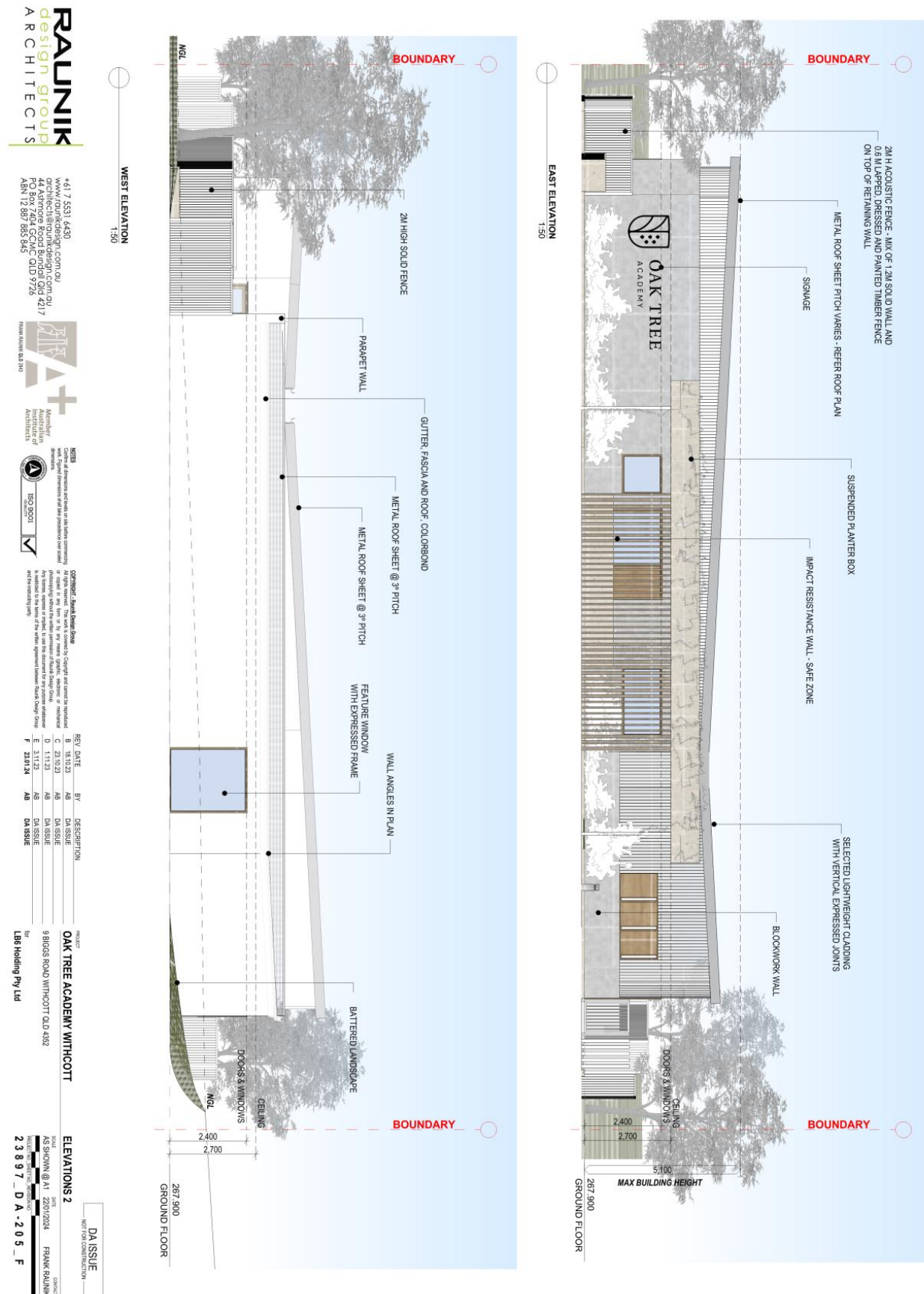


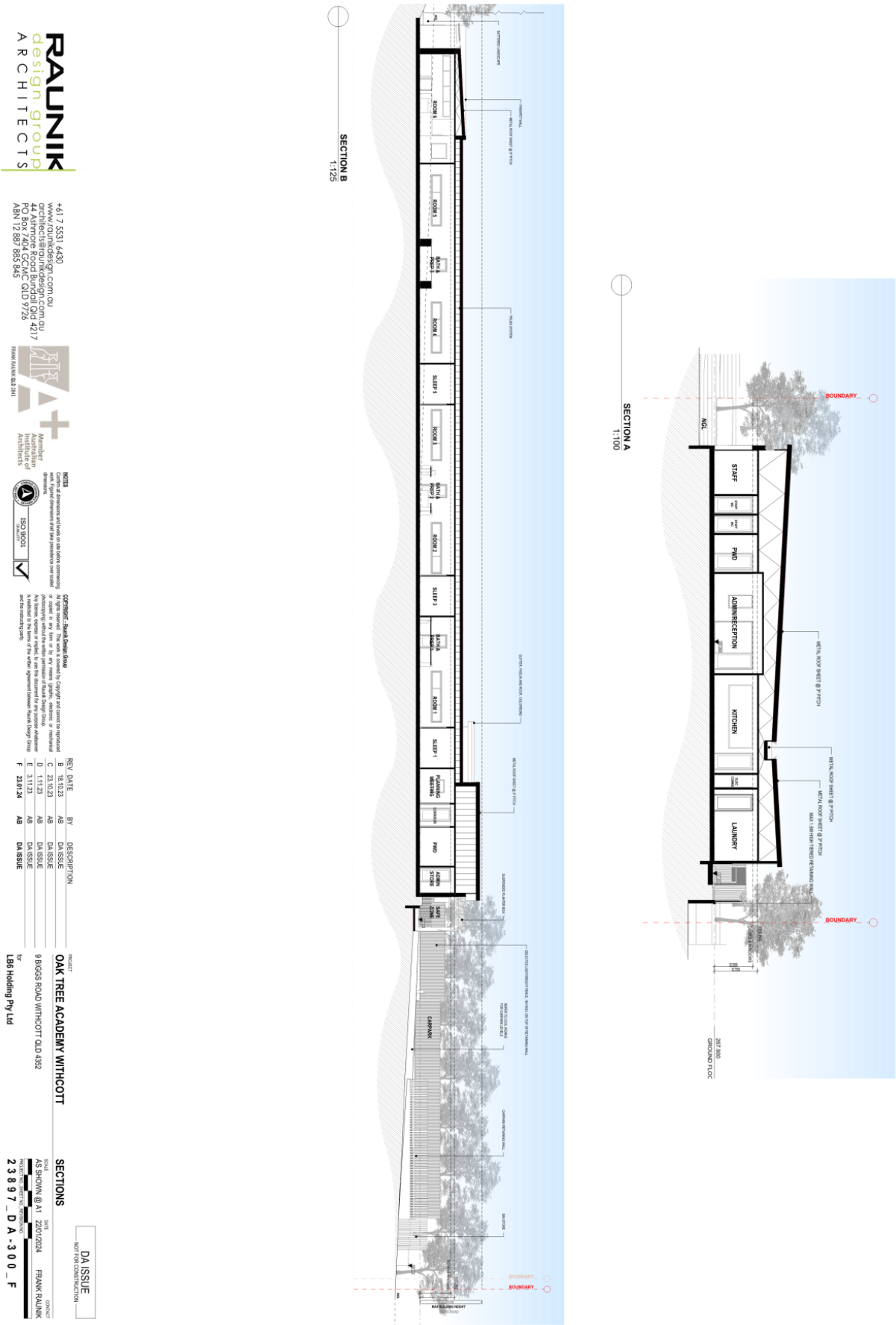
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99	12.12.23	AB	DA ISSUE
100	12.12.23	AB	DA ISSUE

PROJECT  
OAK TREE ACADEMY WITHCOTT  
9 BIGGS ROAD WITHCOTT QLD 4562  
for  
LB6 Holding Pty Ltd

PERSPECTIVES  
DATE  
12/12/23  
DRAWN BY  
AB  
CHECKED BY  
AB  
SCALE  
1:100  
PROJECT NO.  
23897-DA-900-K

DA ISSUE  
NOT FOR CONSTRUCTION



ARTIST IMPRESSION ONLY



ARTIST IMPRESSION ONLY

03.1 Landscape Design  
Plan





03.2  
Landscape Design  
Detail Plan





04.1 Section & Elevation  
Section A - Playground Section



Issue	Date	Description	Checked
01	26/10/2023	Preliminary Issue	RH
02	01/11/2023	Issue	RH
03	01/02/2024	Updated Issue	RH

Scale 1:100 @ A3

Prepared by Urbis for LB8 Holding Pty Ltd

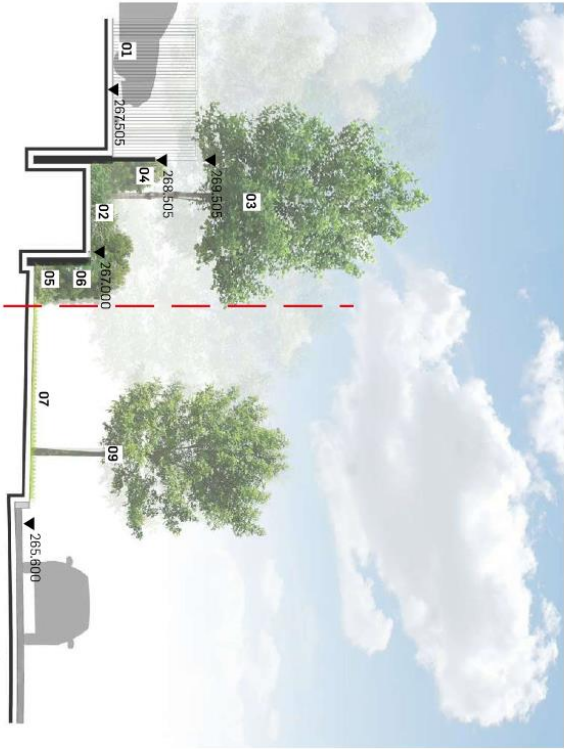
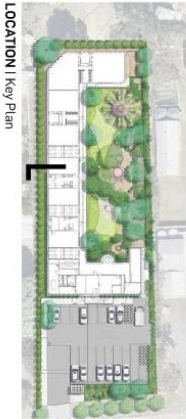
04.2 Section & Elevation  
Section B & C



SECTION B - SOUTHERN BOUNDARY INTERFACE

LEGEND

- 01 1m wide maintenance gravel track.
- 02 Columnar screen shrubs to boundary fence, with understory planting to swale.
- 03 1.8m tall timber boundary fence.



SECTION C - BIGGS ROAD INTERFACE

LEGEND

- 01 Car park.
- 02 Garden bed with shrubs and groundcovers.
- 03 Shade tree.
- 04 1100mm transparency fence to top of retaining wall.
- 05 Screening shrubs to retaining wall to section interface with Biggs Road.
- 06 Cascading planting to retaining wall edge to soften interface with Biggs Road.
- 07 Turf road reserve.
- 08 Biggs Road.
- 09 Street trees.



Issue	Date	Description	Checked
01	26/10/2023	Preliminary Issue	RH
02	01/11/2023	Issue	RH
03	01/02/2024	Updated Issue	RH

Scale 1:100 @ A3

Prepared by Urbis for LB8 Holding Pty Ltd



05.3 Design Details  
Plant Palette



Statement of Landscape Design Intent [P0046322] Childcare Centre, 9 Biggs Road Withcott

Issue	Date	Description	Checked
01	26/10/2023	Preliminary Issue	RH
02	01/11/2023	Issue	RH
03	01/02/2024	Updated Issue	RH

TREES			
01	Jacksonia scoparia	Dogwood	✓
	Ficus hemeana	Deciduous Fig	✓
	Ficus rubiginosa forma rubiginosa	Port Jackson Fig	✓
02	Elaeocarpus reticulatus	Blueberry Ash	✓
	Bursaria moana	Prickly Pine	✓
03	Podocarpus elatus	Plum pine	✓
	Acacia Disparima	Southern Salwood	✓
	Atractocarpus Fitzalanii	Brown Gardenia	✓
	Banksia integrifolia	Coastal Banksia	✓
	Brachychiton Acerifolius	Flame Tree	✓
	Syzygium Ansatum	Anseed Myrtle	✓
	Malus domestica	Apples	✓
04	Olea europaea	Olive 'Tolley's Upright'	✓
	Prunus domestica	Plums	✓
	Citrus limon	Lemon 'Eureka'	✓
	Citrus sinensis	Orange 'Valencia'	✓
SHRUBS / GRASS			
	Asplenium australasicum	Birds Nest Fern	✓
	Mentha sativioides	Native Mint	✓
	Eustrephus latifolius	Wombat berry	✓
	Lomandra multiflora	Many-flowered Mat-rush	✓
	Cynbopogon refractus	Barbed-wire grass	✓
05	Typha orientalis	Bulrush	✓
	Anigozanthus spp.	Kamagoo Paw	✓
	Banksia Spinulosa	Bush Candle	✓
	Austromyrtus Dulcis	Midgen Berry	✓
	Crowea Saligna 'Rosy Glow'	Waxflower	✓
06	Atriplex Nummularia	QLD Man Saltbush	✓
	Billardiera scandens	Apple dumpling	✓
	Ocimum basilicum	Basil	✓
	Salvia rosmarinus	Rosemary	✓
Child Safe			
Edible			
Herb			

Prepared by Urbis for LBB Holding Pty Ltd

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05.4 Design Details  
Plant Palette



Statement of Landscape Design Intent [P0046352] Childcare Centre, 9 Biggs Road Withcott

Issue	Date	Description	Checked
01	26/10/2023	Preliminary Issue	RH
02	01/11/2023	Issue	RH
03	01/02/2024	Updated Issue	RH

GROUNDCOVERS			
01	Apowollastonia splanthoides	-	✓
	Cornelina diffusa	Spreading Dayflower	✓
	Dichondra repens	Kidney Weed	✓
02	Crassula sieberiana	Austral Stonecrop	✓
	Cyperus gracilis	Slender flat sedge	✓
	Geranium solanderi var. solanderi	Native geranium,	✓
	Peperomia obtusifolia	Baby Rubber Plant	✓
	Casuarina Glauca 'Cousin it'	She-Oak	✓
03	Chrysocochlidium apiculatum	Yellow Buttons	✓
	Viola hederacea	Native Violet	✓
	Vaccinium sect. Cyanococcus	Blueberry	✓
04	Fragaria x ananassa	Strawberry	✓
CLIMBERS			
05	Hoya australis	Waxvine	✓
	Pandorea jasminoides	Bower Plant	✓
	Hardenbergia violacea	Happy Wanderer	✓
	Pandorea Pandorana 'Ruby Belle'	Wonga Wonga Vine	✓
	Trachelospermum jasminoides	Star Jasmine	✓
	Cissus Antarctica	Kangaroo Vine	✓
	Passiflora Edulis 'Purple'	Non-Grafted Passionfruit Vine	✓
			Child Safe
			Edible



## 12.2

**Development Permit for Operational Works for Roadwork, Stormwater, Earthworks, and Erosion and Sediment Control at Saleyard Road, Gatton****Author:** Scott Hambleton, Contract Planner**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity**Purpose:**

The purpose of this report is to consider an application (OW2024/0012) for a Development Permit for Operational Works for Roadwork, Stormwater, Earthworks, and Erosion and Sediment Control on Lot 2 CC2777 at Saleyard Road, Gatton.

Because the applicant for the development application is Lockyer Valley Regional Council, the application is required to be decided by the Council.

The application has been assessed in accordance with the requirements of the *Planning Act 2016* and it is recommended that the application be approved subject to conditions.

**Officer's Recommendation:**

**THAT the application (OW2024/0012) for a Development Permit for Operational Works for Roadwork, Stormwater, Earthworks, and Erosion and Sediment Control on Lot 2 CC 2777 at Saleyard Road, Gatton, be approved subject to the following conditions:**

**APPROVED PLANS**

The following plans are Approved Plans for the development:

**Approved Plans**

The following plans prepared by RMA are Approved without amendments:

Plan No.	Rev.	Plan Name	Date
C-G0101	0	GENERAL LAYOUT AND DRAWING INDEX PLAN	14/02/2024
C-G0102	0	PROJECT NOTES	14/02/2024
C-G0201	0	SURVEY SETOUT AND EXISTING FEATURES PLAN	14/02/2024
C-G0301	0	COMBINED SERVICES MASTER PLAN	14/02/2024
C-R0101	0	ROADWORKS AND FOOTPATH NOTES AND STANDARD DETAILS	14/02/2024
C-R0102	0	ROADWORKS, DRIVEWAY AND FOOTPATH TYPICAL DETAILS - 1	14/02/2024
C-R0103	0	ROADWORKS, DRIVEWAY AND FOOTPATH TYPICAL DETAILS - 2	14/02/2024
C-R0201	0	ASPHALT PAVEMENT DESIGN PLAN	14/02/2024
C-R0202	0	CONCRETE PAVEMENT DESIGN PLAN	14/02/2024
C-R0300	0	ROAD CONTROL LINE SETOUT TABLES	14/02/2024
C-R0301	0	SALEYARD ROAD LAYOUT PLAN AND LONGITUDINAL SECTION - 1	14/02/2024
C-R0302	0	SALEYARD ROAD LAYOUT PLAN AND LONGITUDINAL SECTION - 2	14/02/2024
C-R0303	0	SALEYARD ROAD CROSS SECTIONS - 1	14/02/2024
C-R0304	0	SALEYARD ROAD CROSS SECTIONS - 2	14/02/2024
C-R0305	0	DRIVEWAY 1 LAYOUT PLAN AND LONGITUDINAL SECTION	14/02/2024
C-R0306	0	DRIVEWAY 1 CROSS SECTIONS	14/02/2024
C-R0400	0	INTERSECTION SETOUT COORDINATES	14/02/2024
C-R0401	0	INTERSECTION LAYOUT PLAN	14/02/2024
C-R0501	0	SLAB JOINT LAYOUT PLANS	14/02/2024

C-R0601	0	SIGNAGE AND LINEMARKING NOTES AND STANDARD DETAILS	14/02/2024
C-R0701	0	SIGNAGE AND LINEMARKING LAYOUT PLAN	14/02/2024
C-E0101	0	BULK EARTHWORKS NOTES AND STANDARD DETAILS	14/02/2024
C-E0201	0	CUT TO FILL EXTENT LAYOUT PLAN	14/02/2024
C-E0801	0	EROSION AND SEDIMENT CONTROL NOTES AND DETAILS	14/02/2024
C-E0901	0	EROSION AND SEDIMENT CONTROL LAYOUT PLAN	14/02/2024
C-D0101	0	STORMWATER NOTES AND STANDARD DETAILS	14/02/2024
C-D0201	0	STORMWATER CATCHMENT PLAN	14/02/2024
C-D0401	0	STORMWATER LAYOUT PLAN	14/02/2024
C-D0501	0	STORMWATER LONGITUDINAL SECTIONS	14/02/2024
C-D0701	0	STORMWATER CALCULATION TABLES -1	14/02/2024
C-D0702	0	STORMWATER CALCULATION TABLES -2	14/02/2024
C-C0101	0	OPEN CHANNEL NOTES AND STANDARD DETAILS	14/02/2024
C-C0201	0	OPEN CHANNEL LAYOUT PLAN	14/02/2024

#### ASSESSMENT MANAGER CONDITIONS

No.	Condition	Timing
<b>GENERAL</b>		
1.	Undertake all approved works in accordance with the approved plans as listed within this decision notice and any works required by conditions of this approval at no cost to Council.	At all times.
2.	<p>Prior to commencement of work, a Works on a Road Reserve Permit for any works involving closing of Council roads or working on or adjacent to existing roads or road reserves must be obtained from Council's Infrastructure Planning and Design business unit.</p> <p><b>Advice Notes:</b></p> <ul style="list-style-type: none"> <li>Email applications or inquiries on 'Works on a Road Reserve Permit' to <a href="mailto:mailbox@lvrc.aqld.gov.au">mailbox@lvrc.aqld.gov.au</a></li> </ul> <p>Contact Council's Infrastructure team on 1300 005 872 for more details.</p>	Prior to commencement any works.
3.	<p>Submit to Council for approval, test results for subgrade and final pavement designs certified by a RPEQ prior to construction of road pavements. Pavement Design to be in accordance with Austroads Guide to Pavement Technology Part 2: Pavement Structural Design or the Department of Transport and Main Roads design standards after stripping of topsoil and assessment of soaked sub-grade CBR values and using an ESA's or design traffic based on traffic engineering predictions.</p> <p><b>Advice Notes:</b></p> <ul style="list-style-type: none"> <li>A minimum <b>five (5) business days'</b> written notice must be provided to Council requesting approval for final pavement designs.</li> </ul> <p>Provide soil test results from the source quarry taken within two weeks of the pavement design date.</p>	Prior to commencement of road construction.
4.	Provide pavement thickness of no less than 300 mm including a minimum of 30mm of AC surfacing. The total pavement thickness as determined from the design charts is not to include the thickness of AC surfacing which is deemed to be a wearing surface only unless the AC thickness is greater than 75mm.	At all times.
5.	Install any new or reinstated signage in accordance with the IPWEAQ	At all times.



	standard drawing no. RS 131. All new signage shall be coated with Class 1 retro-reflective material in accordance with AS1743: Road signs – Specifications.	
<b>BONDS AND SECURITIES</b>		
6.	<p>Submit the following to Council prior to the Pre-Start Meeting:</p> <ul style="list-style-type: none"> <li>a. Priced Bill of Quantities prepared and certified by a Registered Professional Engineer Queensland (RPEQ) to substantiate the value of the security.</li> <li>b. Security Bond equivalent to no less than 10% (minimum \$5,000) of the value of the works as security for the performance of the various construction obligations of this development approval.</li> <li>c. Erosion and Sediment Control Bond equivalent to no less than 5% (minimum \$3000) of the value of the earthworks and subsequent stabilisation works as a security for the performance of restoration works and for achieving grass coverage at off-maintenance.</li> <li>d. Works on a Road Reserve Permit for traffic management and any lane/footpath closures during construction.</li> </ul>	Prior to a pre-start meeting.
7.	<p>Prior to acceptance of works On Maintenance, Council will retain 50% of the previously submitted Performance security bond as a security for the performance of the maintenance obligations and release the remaining amount of security bond.</p> <p><b>Advice Note:</b></p> <p>The maintenance security and Erosion and Sediment Control Bond will be released only after the project is accepted off-maintenance.</p>	Prior to acceptance of works On-Maintenance.
<b>PRE-START MEETING REQUIREMENTS</b>		
8.	<p>Submit a written request for Council's delegated officers to attend a Pre-Start Meeting for the proposed works with the Engineer (RPEQ) and Contractor. The written request must include at a minimum the following details:</p> <ul style="list-style-type: none"> <li>a. The Engineer (RPEQ), the Principal Contractor, including the name and contact details during and outside of construction hours.</li> <li>b. The supervising engineer's office and after hours contact details.</li> <li>c. Date of commencement of works and expected duration (programme of works).</li> <li>d. Proposed haul route during construction works.</li> <li>e. Pre- construction dilapidation report on existing Council infrastructure for identified local section of the haul route during construction works.</li> <li>f. CCTV footage and an inspection report for underground stormwater drainage works along with a letter from a suitably qualified and experienced RPEQ stating that CCTV inspection report and video had been reviewed and identifying any issues.</li> <li>g. Erosion and sediment control plans.</li> <li>h. A set of "Issued for Construction" drawings, amended if required by the conditions of this approval.</li> <li>i. Evidence of possession of site by contractor.</li> <li>j. Public Liability Insurance to a limit of \$20,000,000 with a notation with the Local Government as an Insured Party that is current/valid for the full duration of works.</li> <li>k. Workers' Compensation Insurance.</li> <li>l. Evidence of Bond Payment(s) as per relevant conditions.</li> </ul>	Prior to commencement of works.

	The Pre-Start Meeting date and time will be confirmed by Council's delegated officer.	
<b>DEVELOPMENT WORKS</b>		
9.	All works associated with this approval must occur within the following times, unless otherwise approved in writing by the assessment manager: Monday to Saturday (inclusive) - 6:30am to 6:30pm Sunday and Public Holidays - No work permitted	At all times.
10.	Carry out works to ensure compliance with Work Health and Safety legislative requirements.	At all times.
11.	Ensure all work sites are maintained in a clean, orderly state at all times.	At all times.
12.	Manage all waste in accordance with the relevant legislation and regulations and dispose of regulated waste at a licensed facility by a licensed regulated waste disposal contractor.	At all times.
13.	Ensure the re-location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.	At all times.
14.	Repair all damages incurred to Council and public utility services infrastructure and assets to relevant authority's standards as a result of the proposed development, immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damage immediately upon completion of works associated with the development.	At all times.
15.	Ensure that development works on the subject land do not lead to ponding of stormwater or cause actionable nuisance to adjoining properties.	At all times.
16.	Protect nearby property owners from dust pollution arising from construction and maintenance of the works required by this approval in accordance with requirements of the <i>Environmental Protection Act 1994</i> .	At all times.
17.	In the event that bona fide complaints are received by Council in relation to dust emissions from the site or Council notices that a non-compliance exists, dust mitigation measures must be undertaken as directed by the Council.	At all times.
18.	Provide a minimum 100mm capping layer of good quality, non-dispersive soil on all areas disturbed during the earthworks.	Prior to acceptance on-maintenance.
19.	Provide a continuous turfing strip behind all new kerb and channel and any footpaths. The remaining unsealed verge area must be filled, graded and either fully turfed or grass seeded to achieve a minimum of 80% grass coverage, prior to on maintenance.	Prior to acceptance on-maintenance.
20.	Disturbed areas on newly created lots and balance areas (including road verge) must be seeded to achieve a minimum of 80% grass coverage, prior to on maintenance.	Prior to acceptance on-maintenance.
21.	Install signage displaying the business and after hours telephone number/s of the applicant, supervising engineer and Principal Contractor as well as the operational works application number.	At all times.
22.	Ensure that supervision of all construction works is carried out by a suitably qualified and experienced Engineer (RPEQ).	At all times.
23.	Allow Council to enter a work site to which this approval relates and undertake testing or analysis of any part of the construction, and Council is not liable for the rectification of or compensation for any damage caused in the testing or analysis process. Should work be found to be	At all times.

	not constructed to specification or of poor quality, rectification works must be undertaken by the Principal Contractor.	
<b>EROSION AND SEDIMENT CONTROL</b>		
24.	Implement erosion and sediment control generally in accordance with the approved drawings and the Best Practice Erosion and Sediment Control guidelines by the International Erosion Control Association Australasia. Where the drawings and the guidelines are conflicting, the requirements of the guidelines take precedence.	At all times.
25.	The supervising engineer must undertake inspections of the erosion and sediment control devices after all significant rain events. Where necessary, the devices will be modified, repaired or improved to prevent any erosion or sediment discharge from the development in future rain events.	At all times.
26.	Implement and maintain measures to prevent the tracking of sediment to and from the site onto the adjoining street network for the duration of the construction period. Any sediment discharging from the site to the road network must be cleaned immediately at the expense of the developer.	At all times during construction.
<b>STOCKPILING</b>		
27.	All temporary stockpiles of erodible material must be: <ul style="list-style-type: none"> <li>a. Protected from wind, rain, concentrated surface flow, and excessive up-slope stormwater surface flows; and</li> <li>b. Located up-slope of an appropriate sediment control system; and</li> <li>c. Provided with an appropriate protective cover (synthetic or organic) if the materials are likely to be stockpiled for more than four (4) weeks; or</li> <li>d. Provided with an appropriate protective cover (synthetic or organic) if the materials are likely to be stockpiled for more than ten (10) days during months of high erosion risk; or</li> <li>e. Provided with an appropriate protective cover (synthetic or organic) if the materials are likely to be stockpiled for more than five (5) days during months of extreme erosion risk.</li> </ul>	At all times.
<b>IMPORT OR EXPORT OF MATERIALS</b>		
28.	This approval does not extend to any material proposed to be imported to or exported from the site other than: <ul style="list-style-type: none"> <li>a. from or to site(s) that have a current Development Approval enabling them to export/accept any material; or</li> <li>b. the material is being exported to and accepted at a licensed Council refuse facility.</li> </ul>	At all times.
29.	Submit to Council, the following for approval in the event it is proposed to import material to or export material from the site, prior to commencement of the work: <ul style="list-style-type: none"> <li>a. details of the location of any material to be sourced for fill including the volume of fill to be moved from any particular source site;</li> <li>b. details of the final location for any material to be exported from the site from excavations including the volume to be moved to any particular site;</li> <li>c. the proposed haulage route(s) and truck sizes for carting of the material; and</li> <li>d. Council approval will be required for all roads on the haul route below Collector standard.</li> </ul>	Prior to commencement any works.

	Note: Further Development Approvals may be required for sites (e.g. sites impacted by flooding and overland flows) proposed to import material from or export material to, prior to commencement of such work.	
<b>MANDATORY COUNCIL INSPECTIONS</b>		
30.	<p>The following inspections must be attended by Council's delegated officer, the supervising engineer (a suitably qualified RPEQ) and the Principal Contractor:</p> <ul style="list-style-type: none"> <li>a. Prestart meeting;</li> <li>b. Prior to backfilling of any stormwater drainage works;</li> <li>c. At the time of spreading topsoil;</li> <li>d. Structural steel inspection prior to pouring of any structural concrete;</li> <li>e. Prior to back filling road crossings (during construction of new roads, refer to condition on 'under boring' otherwise);</li> <li>f. Following preparation and compaction of road sub-grade;</li> <li>g. Following placement and compaction of each road pavement layer and prior to laying of the next pavement layer or surfacing layer; and</li> <li>h. Finished pavement surface prior to any bitumen primer-seal or prime or asphalt surfacing.</li> </ul> <p>A minimum two (2) business days' written notice must be provided to Council requesting attendance for above inspections.</p> <ul style="list-style-type: none"> <li>i. On Maintenance inspection (refer to on-maintenance requirements);</li> <li>j. Off Maintenance inspection (further to a minimum 12 months defects liability period);</li> </ul> <p>A minimum five (5) business days' written notice must be provided to Council requesting attendance for maintenance inspections.</p>	At all times.
<b>ON MAINTENANCE REQUIREMENTS</b>		
31.	<p>Ensure that following works will be completed prior to On-maintenance inspection:</p> <ul style="list-style-type: none"> <li>a. Stabilise adequately all unstable or disturbed soil surfaces against erosion (minimum 80% stabilised).</li> <li>b. Cover all dispersible soils exposed during soil disturbing activities with a minimum 100mm layer of non-dispersible soil before being covered with vegetation, mulch, erosion control blankets or infrastructure.</li> <li>c. All areas that have erosive soils characteristics to achieve 80% grass coverage. All other areas must achieved a minimum 60% grass coverage.</li> <li>d. All approved landscaping works have been completed.</li> <li>e. Install Kerb markers to identify the location of crossroad services e.g. water, electricity, telecommunication, gas etc.</li> </ul>	Prior to request for on-maintenance.
32.	<p>Submit the following to Council prior to the on-maintenance inspection:</p> <ul style="list-style-type: none"> <li>a. Completed Inspection Check Lists (ITP) and all inspection and test data in its entirety;</li> <li>b. Originals of relevant test results;</li> <li>c. Certification from a suitably qualified Registered Professional Engineer Queensland (RPEQ) stating that works have been</li> </ul>	Prior to request for on-maintenance.

	<p>undertaken in accordance with the approved plans, approval conditions and any agreed variations;</p> <p>d. CCTV footage and an inspection report for underground stormwater drainage works along with a letter from a suitably qualified and experienced RPEQ stating that CCTV inspection report and video had been reviewed and rectification works were successful and satisfactory.</p> <p>e. Geotechnical and structural certificates (where applicable);</p> <p>f. Payment of any outstanding Fees and Permits;</p> <p>g. Any other relevant document that may be required by Council;</p> <p>h. Certification from a suitably qualified Registered Professional Engineer Queensland (RPEQ) that stormwater drainage works as a part of development works for the subdivision has been constructed to enable slab on ground construction for residential dwellings in lots and areas of lot established above Q100 flood line (provide a layout plan indicating building envelopes, if required for clarity).</p> <p>i. "As Constructed" data for [stormwater drainage, roadworks and earthworks where applicable]:</p> <p>i. In digital format all construction details compatible with IPWEAQ's Asset Design and As Constructed (ADAC) version 4.1 format with all details and values (e.g. survey levels, material types) matching the associated As-Constructed drawing(s). The electronic file will conform to the ADAC requirements including an electronic signature by a suitably qualified RPEQ / Registered Cadastral Surveyor where appropriate. The levels and positions of infrastructure must be referenced to GDA 94 (Zone 56) coordinate system and AHD.</p> <p>ii. A full set of approved drawings in PDF format that are clear and legible when printed at A3 scale with red-lined marked-up (strike through the original design data where applicable) showing changes to construction materials, design levels, locational details and other amendments from approved design that may have approved during the construction of approved Operational Works.</p> <p>iii. Each drawing marked as 'As Constructed' and signed by a suitably qualified RPEQ/ Registered Cadastral Surveyor.</p> <p>iv. A written confirmation from a Registered Cadastral Surveyor verifying the accuracy of the locational details, relative levels, boundaries and alignments as shown on the drawing(s).</p> <p>v. Details are to include any redundant and/or removed assets as well as the details of the immediate existing infrastructure where new works connect to an existing stormwater network.</p>	
33.	Submit to Council, a written request for an on-maintenance inspection issued by the developer's certifying Engineer (RPEQ) stating that all approved works have been completed and are ready for Council inspection.	Prior to acceptance on-maintenance.
34.	Rectify any defects identified by Council during the on-maintenance period. Defects must be remedied under the direction of the supervising engineer (RPEQ).	Prior to acceptance off-maintenance.
35.	Upon completion of the remedial works, the supervising engineer must	Prior to acceptance

	request Council for another inspection of remedied works.	off-maintenance.
<b>MAINTENANCE PERIOD</b>		
36.	The works that will become Council's infrastructure will be subject to a minimum twelve (12) month maintenance period, commencing from the On-Maintenance date stipulated by the assessment manager in 'On Maintenance' correspondence.	Prior to acceptance off-maintenance.
<b>ON/OFF MAINTENANCE</b>		
37.	Undertake any further inspections, testing or analysis required, due to failure of work to meet specifications or where the testing previously provided is considered insufficient on behalf of the Principal Contractor by a NATA accredited entity, as directed by the Council further to the initial on/off-maintenance inspection.	At all times.
38.	Provide a letter from a suitably qualified and experienced RPEQ stating that report and test results had been reviewed and proposed rectification works for Council approval.	At all times.
39.	Undertake any rectification works further to a written approval from the Council.	At all times.
40.	Council is not liable for the rectification of or compensation for any damage caused in the testing or analysis process should work be found to be not constructed to specification or of poor quality and not satisfactory by Council.	At all times.
41.	The applicant and supervising engineer are responsible and liable for the rectification of defects, materials and works.	At all times.
42.	The Council reserves the right to call on the applicant or supervising engineer to rectify any works that have been found to not comply with the Certificates received or for the safety or health of the community or protection of infrastructure where Council deems it necessary.	At all times.
<b>OFF MAINTENANCE</b>		
43.	The Council reserves the right to extend the maintenance period for up to a further twelve (12) months or a period determined by the Council pending the performance of the Council infrastructure, landscaping, erosion and sediment control and earthworks during the initial maintenance period. The above performance monitoring process to continue until any matters are resolved to Council's satisfaction.	At all times.
44.	The Council reserves the right to extend the maintenance period to allow establishment of approved landscaping works and grass coverage (of 80% except in areas that has dispersible or erosive soils characteristics) or request to provide an alternative permanent erosion control measure acceptable to Council for affected areas; <ul style="list-style-type: none"> <li>a. in the event it is proposed to provide grass seeding or hydro mulching at off-maintenance inspection to address any grass coverage issues to allow establishment.</li> <li>b. in the event the region is experiencing an unfavourable climate conditions for the establishment of approved landscaping works or grass coverage at the time of off-maintenance inspection.</li> </ul>	At all times.
45.	Comply with the following conditions prior to Off-maintenance inspection: <ul style="list-style-type: none"> <li>a. Fill and grade the remaining unsealed verge area or reinstate any areas subject to erosion and must be either fully turfed or grassed to achieve 80% grass coverage.</li> <li>b. All the other areas disturbed during construction works (including</li> </ul>	Prior to request for off-maintenance.



	areas where water management works are constructed) must be either fully turfed or grassed to achieve 80% grass coverage.	
46.	Submit to Council a Closed Circuit Television camera (CCTV) inspection undertaken for underground stormwater drainage works no more than 2 weeks prior to the off maintenance inspection along with a letter from a suitably qualified and experienced RPEQ stating that CCTV inspection report and video had been reviewed and identifying any issues.	Prior to request for off-maintenance.
47.	The works will be accepted Off Maintenance only where the works have been suitably maintained to engineer or manufacturer's specifications and any rectification works approved by the Council has been completed to Council's satisfaction and Council standards.	At all times.
48.	All works must be fully completed to RPEQ Certified design and specifications, and the assessment manager must be satisfied that the works have been properly completed and landscaping and grass cover established.	At all times.
49.	The maintenance bond will be entirely forfeited to Council should there be any failure by the applicant to undertake any such works considered by Council as necessary, to rectify any non-compliant works and to protect public safety. In the event that the bond is insufficient to address the non-compliant works, Council reserves the right to seek restitution. After expiration of the maintenance period and where required maintenance is suitably undertaken to Council's satisfaction, the bond will be returned accordingly, after the project is accepted off-maintenance.	At all times.
50.	Undertake any necessary maintenance or repairs to defects and/or damage to any works undertaken in relation to this approval, even where damage has resulted from a third-party activity prior to Council accepting work off-maintenance.	At all times.

#### ADVISORY NOTES

- (i) All works associated with this approval may not start until all subsequent approvals have been obtained, and its conditions complied with.
- (ii) Any additions or modifications to the approved use (not covered in this approval) may be subject to further application for development approval.
- (iii) The maintenance bond will be entirely forfeited to Council should there be any failure by the applicant to undertake any such works considered by Council as necessary, to rectify any non-compliant works and to protect public safety. If the bond is insufficient to address the non-compliant works, Council reserves the right to seek restitution.
- (iv) **Fire ants**  
Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the fire ant biosecurity zone before operational works commence. It should be noted that works involving fire ant carrier materials may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.

It is a legal obligation to report any sighting or suspicion of fire ants within 24 hours to Biosecurity Queensland on 13 25 23.

The Fire Ant Restricted Area as well as general information can be viewed on the [DAF website](http://www.daf.qld.gov.au/fireants).  
<http://www.daf.qld.gov.au/fireants>

(v) **Biosecurity**

Ensure all prohibited and restricted biosecurity matter under the Biosecurity Act 2014 are removed appropriately prior to conducting any works on the site.

Everyone is obligated under the *Biosecurity Act 2014* to take all reasonable and practical steps to minimise the risks associated with invasive plants under their control. More information on restricted and invasive plants as well as your general biosecurity obligation (GBO) can be viewed on the [Business Queensland website](#).

(vi) **Cultural heritage**

The *Aboriginal Cultural Heritage Act 2003* requires anyone who carries out a land use activity to exercise a duty of care. Further information on cultural heritage duty of care is available on the [Department of Aboriginal and Torres Strait Islander Partnerships](#) (DATSIP) website:

The DATSIP has established a [register and database](#) of recorded cultural heritage matters, which is also available on the Department's website:

Should any aboriginal, archaeological or historic sites, items or places be identified, located or exposed during construction or operation of the development, the *Aboriginal Cultural Heritage Act 2003* requires all activities to cease. Please contact DATSIP for further information.

**Advice for Urban Utilities**

On 1 July 2014, Urban Utilities became the assessment manager for the water and wastewater aspects of development applications. An application will need to be made directly to Urban Utilities for water supply connections for the proposed development.


**EXECUTIVE SUMMARY**

This report considers an application (OW2024/0012) for a Development Permit for Operational Works for Roadwork, Stormwater, Earthworks, and Erosion and Sediment Control on Lot 2 CC 2777 at Saleyard Road, Gatton.

APPLICATION DETAILS	
<b>Application No:</b>	OW2024/0012
<b>Applicant:</b>	Lockyer Valley Regional Council
<b>Landowner:</b>	Lockyer Valley Regional Council
<b>Site address:</b>	Saleyad Road, Gatton
<b>Lot and Plan:</b>	Lot 2 CC 2777
<b>Proposed development:</b>	Development Permit for Operational Works for Roadwork, Stormwater, Earthworks, and Erosion and Sediment Control
STATUTORY PLANNING DETAILS	
<b>Planning Scheme:</b>	<i>Gatton Shire Planning Scheme 2007</i>
<b>Zone:</b>	Industrial Zone – South-West Industrial Precinct (Precinct G1)
<b>Mapped State Planning Policy (SPP) matters:</b>	State Planning Policy (July 2017)
<b>South East Queensland Regional Plan 2023 (Shaping SEQ) regional</b>	Urban Footprint

<b>land use category:</b>	
<b>Referral trigger/s under the Planning Regulation 2017:</b>	Nil
<b>TLPI:</b>	Temporary Local Planning Instrument 2022 Flood Regulation (effective 21 July 2022) Flood hazard area under the Flood hazard overlay: <ul style="list-style-type: none"> <li>Investigation area</li> <li>Low hazard</li> </ul>
<b>Overlays:</b>	Nil
<b>Category of Assessment:</b>	Code Assessment

## DESCRIPTION OF THE SITE AND SURROUNDS

SITE AND LOCALITY DESCRIPTION	
<b>Land Area:</b>	1.73 hectares
<b>Existing Use of Land:</b>	<p>Existing buildings on site include (see below):</p> <ul style="list-style-type: none"> <li>A. Shed used for Council storage, Disaster Management Storage and Lockyer Valley Communities Shed Incorporated (Men's Shed);</li> <li>B. Additional sheds and containers utilised by Men's Shed;</li> <li>C. Ablution building providing facilities for Men's Shed;</li> <li>D. Lions Club Shed – (built by Lions Club);</li> <li>E. Amenities (i.e. toilets and canteen) block;</li> <li>F. Livestock Saleyards;</li> <li>G. 3m x 3m storage shed.</li> </ul> 
<b>Road Frontage:</b>	Combined 272m to Saleyard Road which is constructed
<b>Significant Site Features:</b>	Multiple structures on site
<b>Topography:</b>	Sloping from 118.25m AHD at northern boundary down to 114.5m AHD at southern boundary (3% slope)
<b>Surrounding Land Uses:</b>	Industrial uses

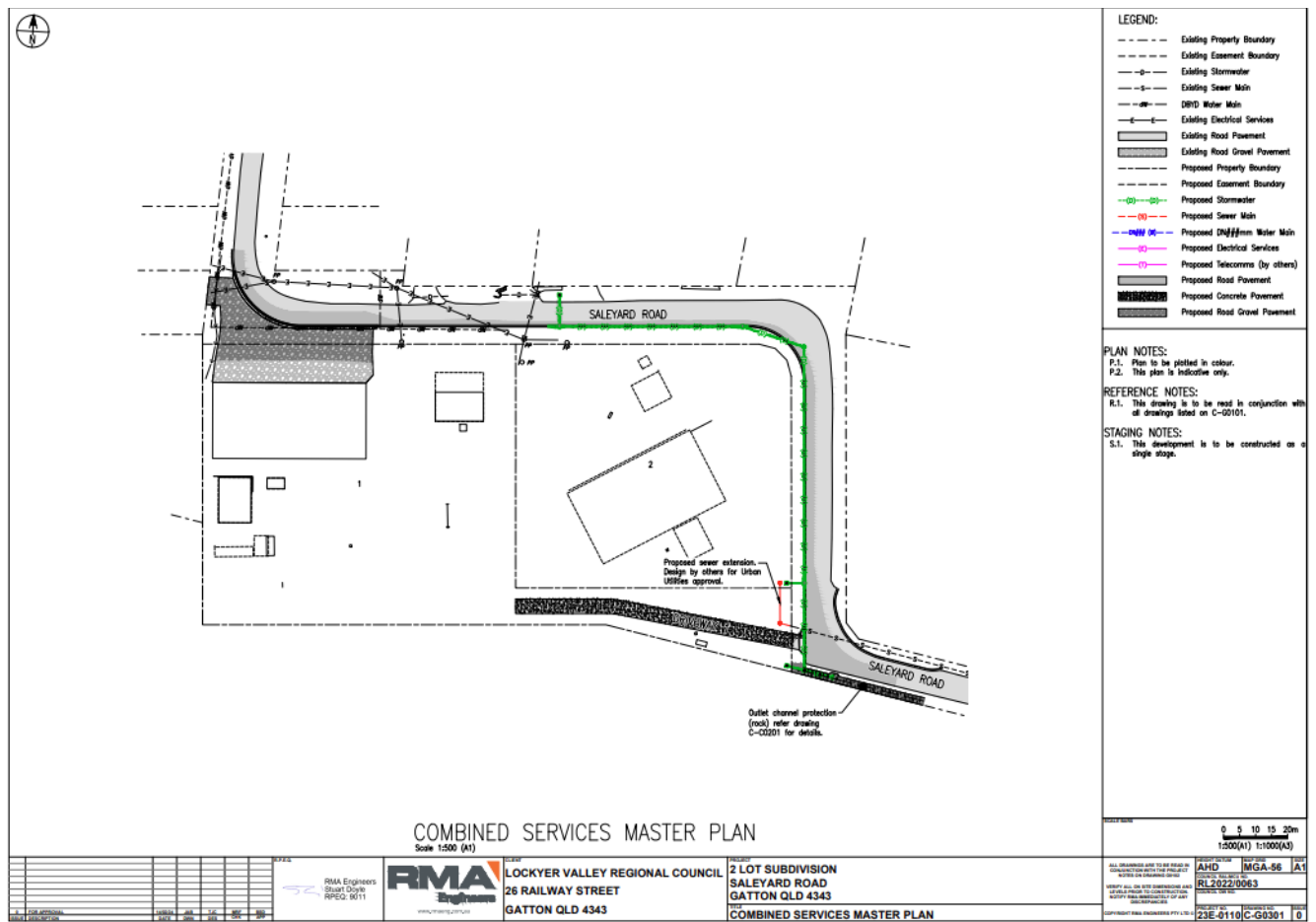
## PROPOSAL

The proposal seeks approval for a Development Permit for Operational Work for Roadwork, Stormwater, Earthworks, and Erosion and Sediment Control.

The development is a consequence of the approved subdivision of the land which necessitates a new driveway

and crossover from Saleyard Road (eastern boundary of the lot), and external roadwork upgrades to Saleyard Road including road widening and kerb and channel for the entire frontage.

The extent of works is identified on the proposal plans attached to this report and the overall works layout is provided below in Figure 1.



**Figure 1.** Proposed development plan

## SITE HISTORY AND BACKGROUND

On 18 January 2023, Council approved a Development Permit for Reconfiguring a Lot for Subdivision (1 into 2 Lots) – RL2022/0063. The approved plan is as follows:






On 20 October 2023, Council approved a Minor Change to the approval to change Condition 13, related to the roadworks design – RL2022/0063.01.

The following conditions of the latest (overarching) Development Permit are relevant to the assessment of this Operational Works development application:

DRIVEWAY AND CROSSOVER		
11.	Construct a crossover at the access handle to the western lot generally in accordance with the Institute of Public Works Engineering Australasia's standard drawing number RS-051 <i>Vehicle Crossings Heavy Duty (general wide configuration)</i> and AS2890.2 <i>Parking facilities Part 2: Off-street commercial vehicle facilities and crossover splay</i>	Prior to lodgement of a request for sealing of survey plan.
12.	Construct a minimum 3.0m wide sealed concrete driveway within the access handle to the western lot, from the new crossover on Saleyard Road for the full length of the driveway.	Prior to lodgement of a request for sealing of survey plan.

ROADWORKS		
13.	<p>Design and construct Saleyard Road to include sealed road widening and barrier kerb and channel for the entire site frontage (development side only) in accordance with the relevant Austroads Standards and more specifically to include the following:</p> <ol style="list-style-type: none"> <li>provision for stormwater drainage, line marking, traffic signage, street lighting associated with the required road works;</li> <li>along the northern frontage of the land, necessary pavement widening to achieve a 4.5 metre wide seal from the centre line and to accommodate the barrier kerb and channel, tying in neatly to the existing pavement;</li> <li>along the eastern frontage of the land, necessary pavement widening to achieve a 6 metre wide seal from the centre line and to accommodate the barrier kerb and channel, tying in neatly to the existing pavement;</li> <li>Provide a truncation to the internal corner of Saleyard Road so as to maintain a consistent road verge generally in accordance with the below:</li> </ol>	In conjunction with a development application for operational works.
	 <p>E) include provision for the new crossover to the western lot.</p>	

Council's Development Assessment Engineers have reviewed the Operational Works development application and confirmed it complies with the requirements of the relevant conditions.

#### PLANNING ASSESSMENT

##### *Gatton Shire Planning Scheme 2007*

The assessment against the Planning Scheme considered the following:

- Reconfiguration of a Lot Code
- Earthworks Code

In addition, Council's Development Assessment Engineers considered:

- Queensland Urban Drainage Manual (QUDM)
- IPWEQ Standard Drawings
- Best Practice Erosion and Sediment Control, IECA 2008
- Austroads
- Relevant Australian Standards



## Assessment against Planning Scheme Codes

### Reconfiguration of a Lot Code

The approved subdivision was assessed against the Reconfiguration of a Lot Code and was found to comply, or conditions were imposed to ensure compliance. The proposed works comply with the conditions of approval therefore by extension comply with the Reconfiguration of a Lot Code.

### Earthworks Code

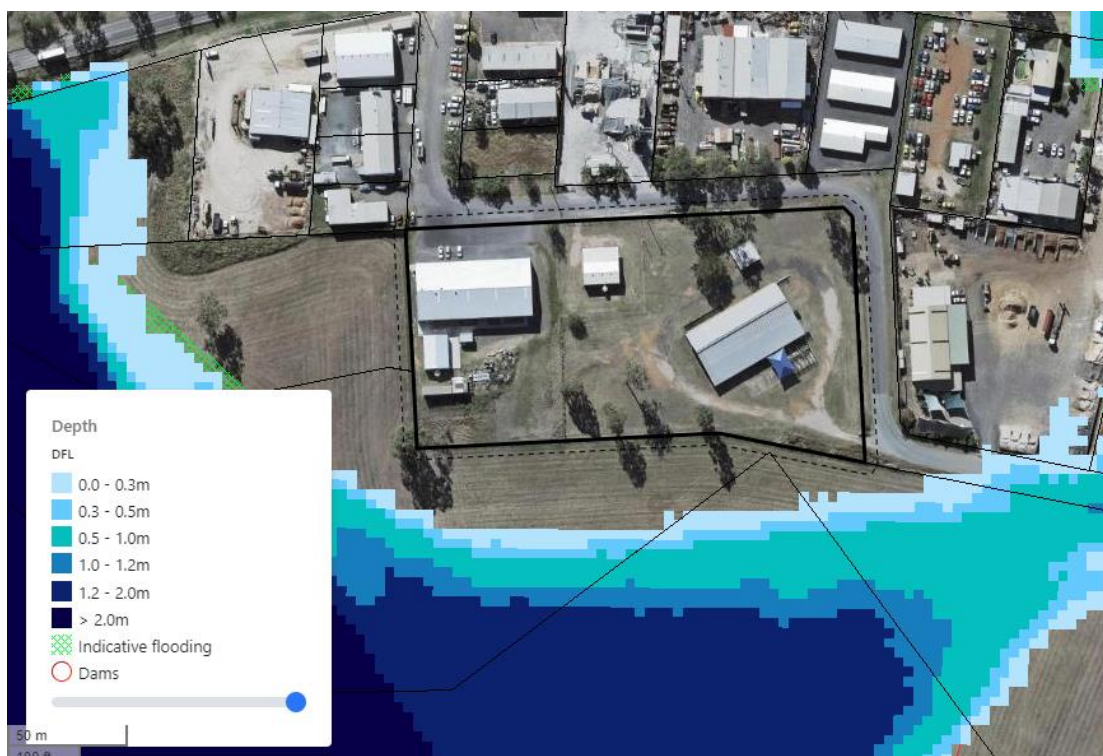
The proposed works comply with the Earthworks Code or can be made to comply through the imposition of lawful development conditions, as recommended in this report.

## TEMPORARY LOCAL PLANNING INSTRUMENT (TLPI)

The approved subdivision was assessed against the TLPI. That assessment is re-produced below and remains current because the flood modelling for the premises and the TLPI remains unchanged.

The premises is identified in a flood investigation area under Council's TLPI mapping, necessitating additional review into the updated flood modelling.

The latest flood modelling in the Defined Flood Event (refer map below) identifies the premises is not subject to flood inundation. Accordingly, the development does not occur within a flood hazard area and avoids flood risk in accordance with the requirements of the TLPI.



**Figure 2.** Defined Flood Level (DFL) Flood Map (source: Council's Flood Information Portal)

## STATE PLANNING REQUIREMENTS

### South East Queensland Regional Plan 2023 (Shaping SEQ)

The site is located in the Urban Footprint. Development for Operational Works consistent with an industrial subdivision align with the expectations of Shaping SEQ.

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### State Planning Policy (SPP)

The SPP was considered at the time of subdivision and there are no new or changed impacts to that assessment arising from this Operational Works development application.

### **REFERRALS**

#### **Internal**

The application was internally referred to Council's Development Assessment Engineers. Relevant conditions have been included in the recommendations.

#### **External**

#### ***Planning Regulation 2017 Referrals***

The application did not trigger referral under the *Planning Regulation 2017* (Planning Regulation).

### **CONCLUSION**

The proposal:

- Is a consequence of the approved subdivision of the land and complies with the conditions of that development approval;
- Through conditions, will manage construction impacts and ensure Council infrastructure is delivered and maintained to a high standard; and
- Achieves compliance with planning scheme and state planning requirements through the imposition of development conditions.

It is therefore recommended the development application be approved subject to conditions in accordance with section 60 of the *Planning Act 2016*.

#### Options

Option A: Approve the development application subject to reasonable and relevant conditions.

Option B: Approve the development application in part subject to reasonable and relevant conditions.

Option C: Refuse the development application.

#### Critical Dates

The development application is required to be decided by 17 April 2024.

### **Strategic Implications**

#### Corporate Plan

Lockyer Planned – A development assessment process that facilitates sustainable outcomes for the Community

#### Finance and Resource

There will be financial implications if the decision is contested in the Planning and Environment Court

#### Legislation and Policy

The application has been assessed in accordance with the requirements of the Planning Act 2016. Legal implications arising from the recommendation provided in this report are that the applicant may appeal the decision to the Planning and Environment Court.

**Risk Management**

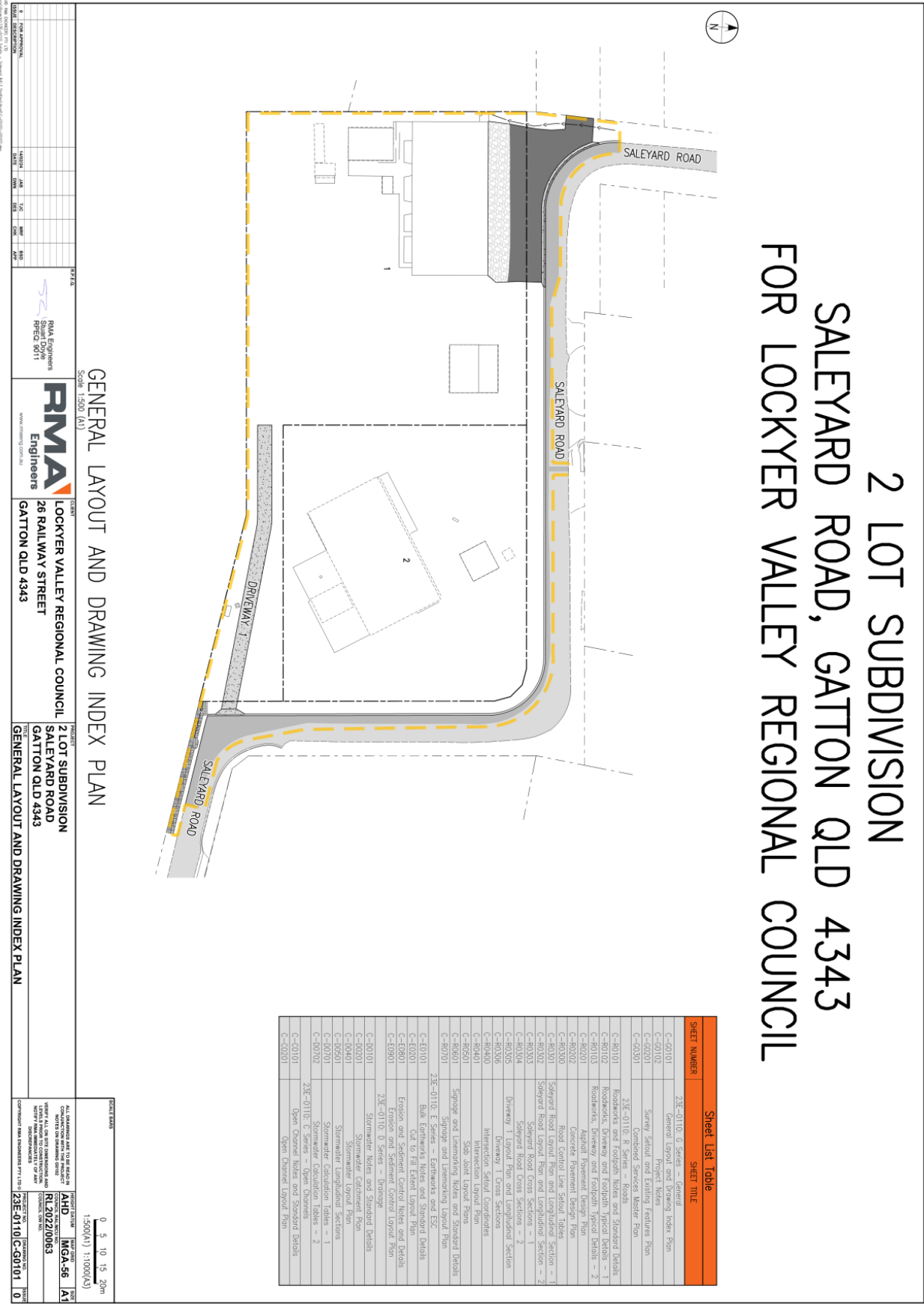
The application has been assessed in accordance with the Planning Act 2016. Any risks have been mitigated through assessment of the application in accordance with legislative requirements and the recommendation of reasonable and relevant conditions

**Consultation**

Not applicable.

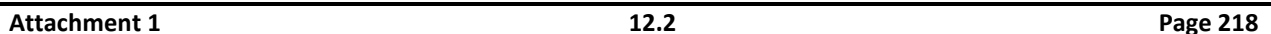
**Attachments**

1 [!\[\]\(e474458956c9a37fbf9586ddb60a7fa1\_img.jpg\)](#) OW2024.0012 Plans to be approved 33 Pages

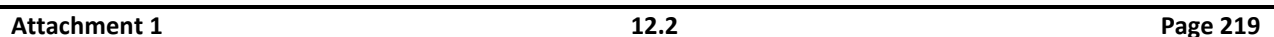




PROJECT NOTES									
DEFINITIONS									
D.1.	In these notes, the term <b>Supplement</b> means the person or organisation appointed to administer the contract for the works or services.								
D.2.	In these notes, the term <b>Principal</b> means the person or organisation who, under a contract management, is responsible for the works or services to be completed by the Contractor under a contract management.								
D.3.	In these notes the term <b>Contractor</b> means the person or organisation engaged to undertake the works or services under a contract management. The Contractor can also be referred to as the <b>Principal Contractor</b> , the <b>Head Contractor</b> or a <b>Subcontractor</b> .								
D.4.	In these notes, the term <b>Contracting Engineer</b> means the person or organisation responsible for certification of works relating to the design intent. This person may or may not be the <b>Supplement</b> . This person is not bound by a full time and it may be a part time position. The role of the Contracting Engineer in the works is to ensure that the works are completed in accordance with the design intent. In these notes, the term <b>Relevant Authority</b> will generally mean the local Council. It can however, also mean other privately owned, State government or Federal government departments, agencies or authorities.								
GENERAL									
G.1.	In some instances a note may not apply and therefore can be ignored. It is the Contractor's responsibility to confirm whether a note applies or not with the Supplement.								
G.2.	A construction work shall be carried out in accordance with the Relevant Authority's approval.								
G.3.	Where relevant, these drawings are to be used in conjunction with the following: a) All Planning Scheme Policies and/or guidelines. b) All Relevant Authority Standards c) The National Construction Code (NCC) d) The Building Act e) The Planning and Drainage Act								
G.4.	A construction work shall comply with all conditions listed in all relevant approvals. The relevant authority is not limited to the development approval, the relevant agency approval or any other Relevant Authority approvals related to the works.								
G.5.	These notes apply to all CIVIL and / or BUILDING HYDRAULIC plans in the relevant project drawing.								
G.6.	Electronic data is not to be made available at the request of the Contractor. Electronic data is not in a format suitable for machine control and will require conversion to the appropriate format by a suitably qualified person.								
G.7.	The Contractor shall comply with a workplace safety and safety requirements as required by the relevant authority or 24 hours notice for all the works.								
G.8.	Any expense incurred due to the execution of any site visit by the Contractor without notifying the Contracting Engineer will be charged to the Contractor.								
G.9.	Relevant Authority shall be responsible for the provision of a Traffic Management Plan (TMP) and a Traffic Management Plan (TMP) for the works.								
G.10.	The Contractor shall obtain any necessary temporary road closure permits from the relevant authority.								
G.11.	Relevant Authority shall be responsible for the provision of a Traffic Management Plan (TMP) and a Traffic Management Plan (TMP) for the works.								
SERVICES									
S.1.	The Contractor shall contact before Dig Australia (BDA) prior to commencing any works.								
S.2.	The Contractor shall ensure the location and level of all existing infrastructure prior to commencing any construction works or ordering any materials. This may require additional planning or service locating at the Contractor's expense.								
S.3.	Stationing of the location data to be the Contracting Engineer's HOD POINT. The Contractor shall ensure the location and level of all existing infrastructure prior to commencing any construction works or ordering any materials. This may require additional planning or service locating at the Contractor's expense.								
S.4.	Stationing of the location data to be the Contracting Engineer's HOD POINT. The Contractor shall ensure the location and level of all existing infrastructure prior to commencing any construction works or ordering any materials. This may require additional planning or service locating at the Contractor's expense.								
S.5.	Stationing of the location data to be the Contracting Engineer's HOD POINT. The Contractor shall ensure the location and level of all existing infrastructure prior to commencing any construction works or ordering any materials. This may require additional planning or service locating at the Contractor's expense.								
VEGETATION									
V.1.	All vegetation and practicable efforts must be taken to allow the removal of or retention of vegetation in accordance with the relevant authority's requirements.								
V.2.	All vegetation and practicable efforts must be taken to allow the removal of or retention of vegetation in accordance with the relevant authority's requirements.								
V.3.	All vegetation and practicable efforts must be taken to allow the removal of or retention of vegetation in accordance with the relevant authority's requirements.								
V.4.	All vegetation and practicable efforts must be taken to allow the removal of or retention of vegetation in accordance with the relevant authority's requirements.								
V.5.	All vegetation and practicable efforts must be taken to allow the removal of or retention of vegetation in accordance with the relevant authority's requirements.								
DUST AND NOISE CONTROL									
D.1.	The Contractor is responsible for monitoring air quality during construction activities in accordance with AS/NZS 6800.1.1 (Methods for sampling and analysis of ambient air - Determination of particulate matter - Dispersion meter - Gravimetric method).								
D.2.	The Contractor shall implement all practical measures during construction to prevent dust from being emitted from the site.								
D.3.	The Contractor shall ensure that dust deposition does not exceed 120 milligrams per square metre per day, averaged over a month, when measured.								
D.4.	The Contractor shall ensure that dust deposition does not exceed 120 milligrams per square metre per day, averaged over a month, when measured.								
D.5.	The Contractor shall ensure that dust deposition does not exceed 120 milligrams per square metre per day, averaged over a month, when measured.								
TENDERING									
T.1.	These plans shall be used in conjunction with any relevant specifications, bill of materials and reports.								
T.2.	Engineer or any discrepancies in the tender package.								
T.3.	The Contractor shall be deemed to have carefully examined the drawings, specifications, schedule of rates, conditions of tendering, the general conditions of contract and any other documents referred to in the tender package.								
T.4.	The Contractor shall be deemed to have carefully examined the drawings, specifications, schedule of rates, conditions of tendering, the general conditions of contract and any other documents referred to in the tender package.								
SPILLAGE ON EXISTING ROADS									
S.1.	The Contractor shall ensure that spillage on existing roads is prevented.								
S.2.	The Contractor shall ensure that spillage on existing roads is prevented.								
S.3.	The Contractor shall ensure that spillage on existing roads is prevented.								
S.4.	The Contractor shall ensure that spillage on existing roads is prevented.								
S.5.	The Contractor shall ensure that spillage on existing roads is prevented.								
COMMISSIONING									
C.1.	On completion of the works the Contractor shall allow to test all services for normal operation and adjust as necessary.								
C.2.	All defects are to be rectified by the Contractor, at their expense, prior to the completion of the works.								
C.3.	The Contractor shall allow for and pay all fees in relation to the construction works and obtain all authority clearances for these services.								
C.4.	The Contractor shall provide three sets of operation and maintenance manuals for all systems in the Supplement. The manuals shall include, but not be limited to, the following: a) A detailed description of the system and its components. b) A detailed description of the system and its components. c) A detailed description of the system and its components. d) A detailed description of the system and its components.								
C.5.	The Contractor shall provide three sets of operation and maintenance manuals for all systems in the Supplement. The manuals shall include, but not be limited to, the following: a) A detailed description of the system and its components. b) A detailed description of the system and its components. c) A detailed description of the system and its components. d) A detailed description of the system and its components.								
VERIFICATION									
V.1.	Where required, the Contractor shall submit inspection and test plans (ITPs) to the Supplement for verification before commencing work on activities covered by the ITPs.								
V.2.	The Contractor shall ensure that all work is completed in accordance with the relevant authority's requirements.								
V.3.	The Contractor shall ensure that all work is completed in accordance with the relevant authority's requirements.								
V.4.	The Contractor shall ensure that all work is completed in accordance with the relevant authority's requirements.								
V.5.	The Contractor shall ensure that all work is completed in accordance with the relevant authority's requirements.								







## ROADWORKS AND FOOTPATH NOTES

## GENERAL

G.1. This drawing is to be read in conjunction with Project Notes on drawing G-C0102

G.2. In some instances a note may not apply and therefore can be ignored. It is the Contractor's responsibility to confirm whether a note applies or not with the Superintendent.

## ROADWORKS

[illegible]

## SUBGRADE

R.5. Subgrade material shall be compacted to 98% standard compaction and shall meet the requirements of AS 3798.

R.6. Any poor saturated, highly compressible or otherwise weak areas of the subgrade shall be removed and replaced with a suitable replacement material. The Contractor must gain approval from the Consulting Engineer prior to commencing further works.

R.7. The use of Subgrade Stabilisation Techniques is not permitted without the prior approval from the Consulting Engineer and the relevant authority.

## ASPHALT GRANULAR PAVEMENT

- R.3. Note that the design of parameter 1 (consensus with the trial report) is to be determined after the completion of the trial.
- R.4. Candidate search results from selected CBPs listing to not Conflicting Evidences prior to proof reading the aggregate material.
- R.5. Greater parameter material shall be completed to 100% standard completed and finalized.
- R.6. The completion of AS 3768.
- R.10. A primer seal is required on the base course surface before any asphalt is applied.
- R.11. A primer seal is required on the base course surface before any asphalt is applied. Primer grades and application rates, aggregate size and spread rates are to be confirmed with the Conflicting Evidences prior to proceeding any further.
- R.11.1 The use of granular parameter stabilization techniques is not permitted without the prior approval from the Conflicting Evidences and the relevant authority.
- R.12. Asphalt Sealing is to be conducted as per relevant authorities requirements as well as at the instruction of the Conflicting Evidences.

## SUBSOIL DRAINAGE

R.13 The requirement for siltout drainage shall be determined following assessment of the existing subgrade conditions following the pouring out of the pavement and testing of the suggested material.

R.14 If required, siltout drainage shall be constructed immediately behind the back of kerb and channel.

R.15 Siltout drainage shall be constructed in accordance with IPWEA standard drawing RS-140.

RS-142: A siltout drainage layout will be submitted by the Contractor to the Certifying Engineer and Council prior to commencing the works.

## CONCRETE PAVEMENT

[illegible]

## PATHWAYS

- 1 truck = 1 test
- 2-5 trucks = 2 tests
- 6-9 trucks = 3 tests
- 10-20 trucks = 4 tests

### P.1. Footpaths

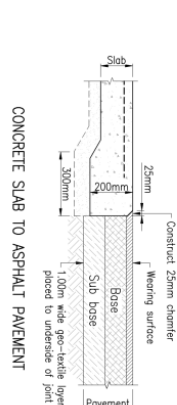
- P.1. Footings and pile caps shall be constructed in accordance with IPWCA standard drawings RS-006 with a maximum 5% cross all unless noted otherwise. The final location to be confirmed on-site with Council's representatives.
- P.2. All new piles shall comply with AS 1428.1.
- P.3. All piletops must be saw cut either side of driveway crossroads.
- P.4. Typically, all new footings shall be matched smoothly with the existing road network infrastructure.

## DRIVEWAYS

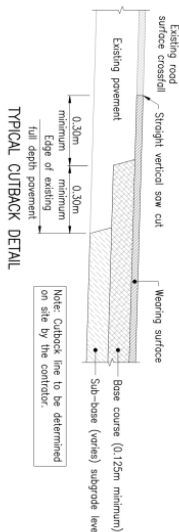
D.1. Driveways shall be constructed in accordance IPWEA standard drawings RS-049, RS-050 and RS-051.

## VERIFICATION

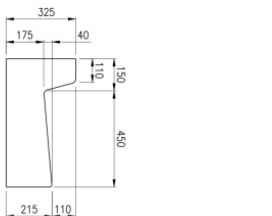
V.1.	State	by Carrying Engineer (minimum mandatory requirements)
V.1.a.	Proof roll	suspect layer
V.1.b.	Proof roll	base course and subbase course layer(s)
V.1.c.	Proof roll	base course layer
V.1.d.	Kerf and channel	string line prior to placement of concrete
V.1.e.	Concrete reinforcement	prior to placement of concrete
V.1.f.	Road widening	string line prior to box out, kerfing or road surfacing



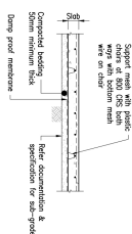
## CONCRETE SLAB TO ASPHALT PAVEMENT



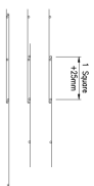
TYPICAL CUTBACK DETAIL




IPWEAQ B1

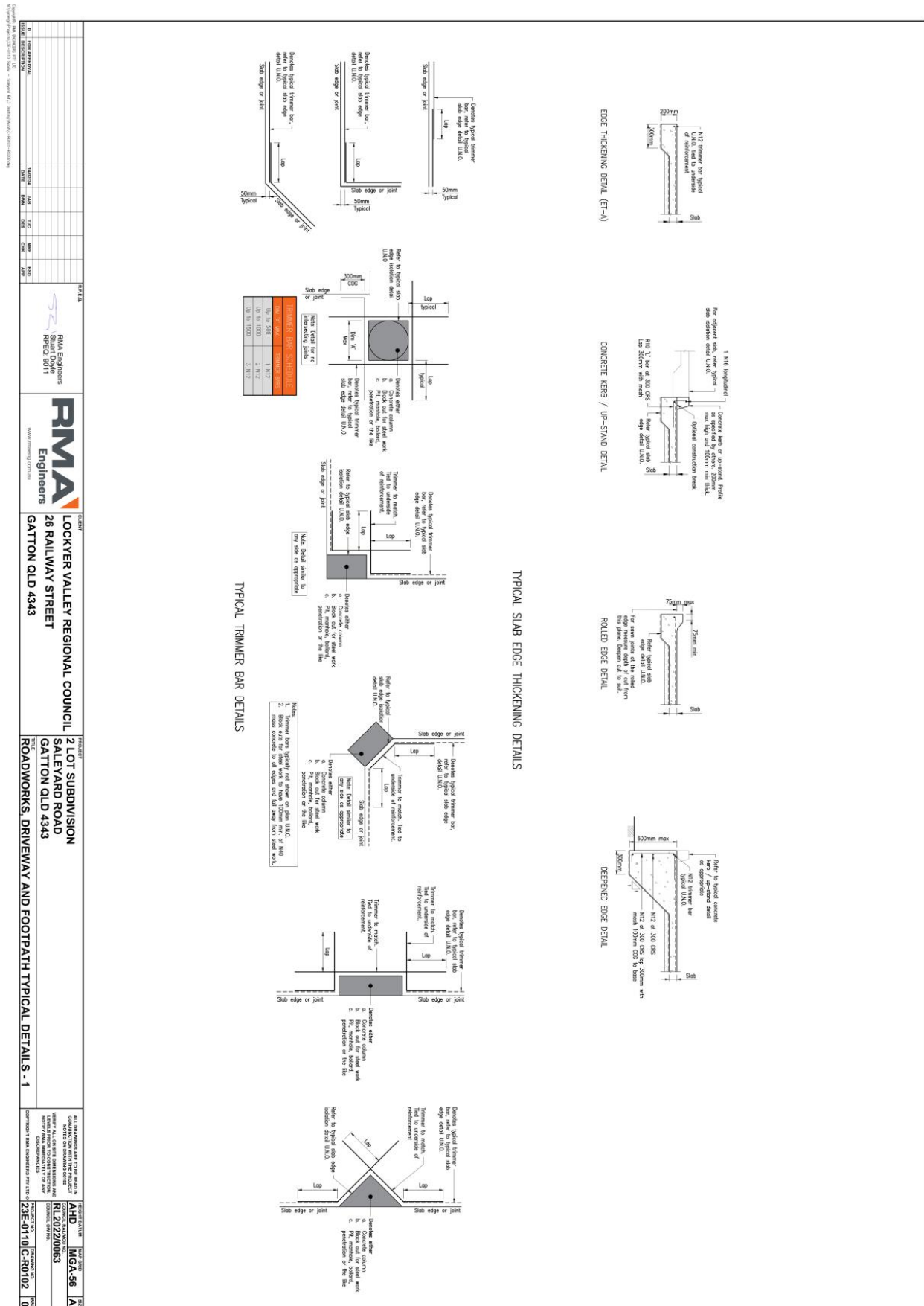


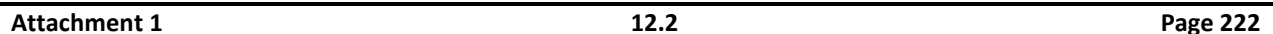
TYPICAL CONCRETE SLAB DETAIL



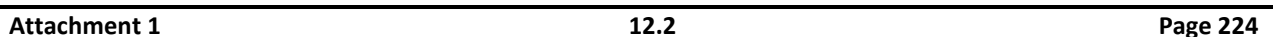
MESH LAPPING DETAIL

										P 1 of 1									
										 RMA Engineers PteC 9011 www.rmaengineers.com.au									
										<b>ENGINEERS</b>									
										CLIENT									
										LOCKYER VALLEY REGIONAL COUNCIL									
										26 RAILWAY STREET									
										GATTON QLD 4343									
										PROJECT									
										2 LOT SUBDIVISION									
										SALEYARD ROAD									
										GATTON QLD 4343									
										ROADWORKS AND FOOTPATH NOTES AND STANDARD DETAILS									
										DATE									
										2023.05.10									
										BY									
										2023.05.10									
										CHECKED									
										2023.05.10									
										APPROVED									
										2023.05.10									
										PROJECT NO.									
										22E-0110-C-R0101									
										ISSUE									
										1									
										ALL DRAWINGS ARE TO BE MADE IN CONFORMANCE WITH THE PROJECT CONTRACT AND THE PROJECT SPECIFICATIONS. ANY VARIATION TO THE PROJECT SPECIFICATIONS SHALL BE THE RESPONSIBILITY OF THE CLIENT. THE ENGINEER SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE PROJECT. THE CLIENT SHALL BE RESPONSIBLE FOR THE OBTAINING OF ALL NECESSARY PERMITS AND APPROVALS. THE ENGINEER SHALL BE RESPONSIBLE FOR THE OBTAINING OF ALL NECESSARY PERMITS AND APPROVALS. THE CLIENT SHALL BE RESPONSIBLE FOR THE OBTAINING OF ALL NECESSARY PERMITS AND APPROVALS.									



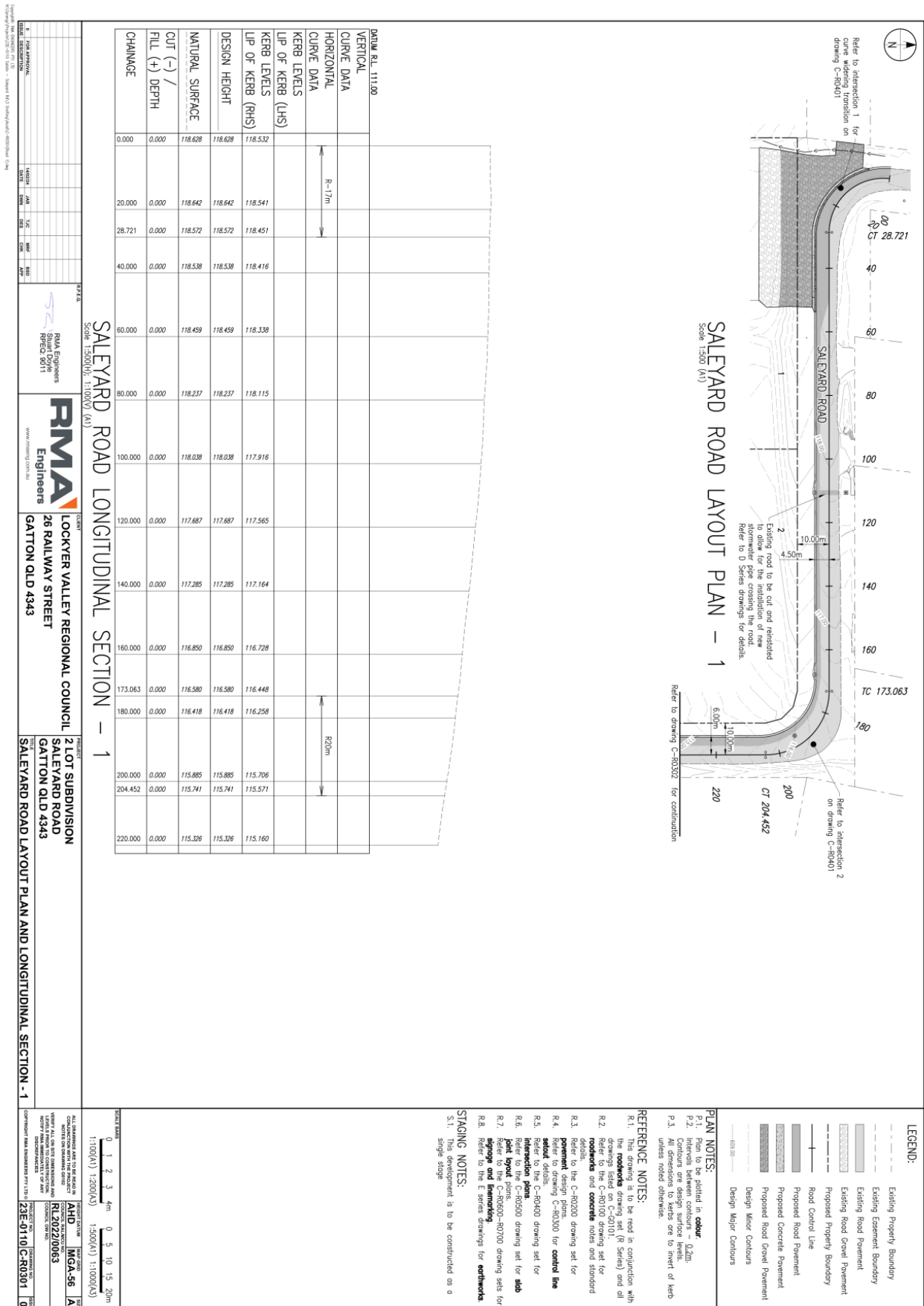


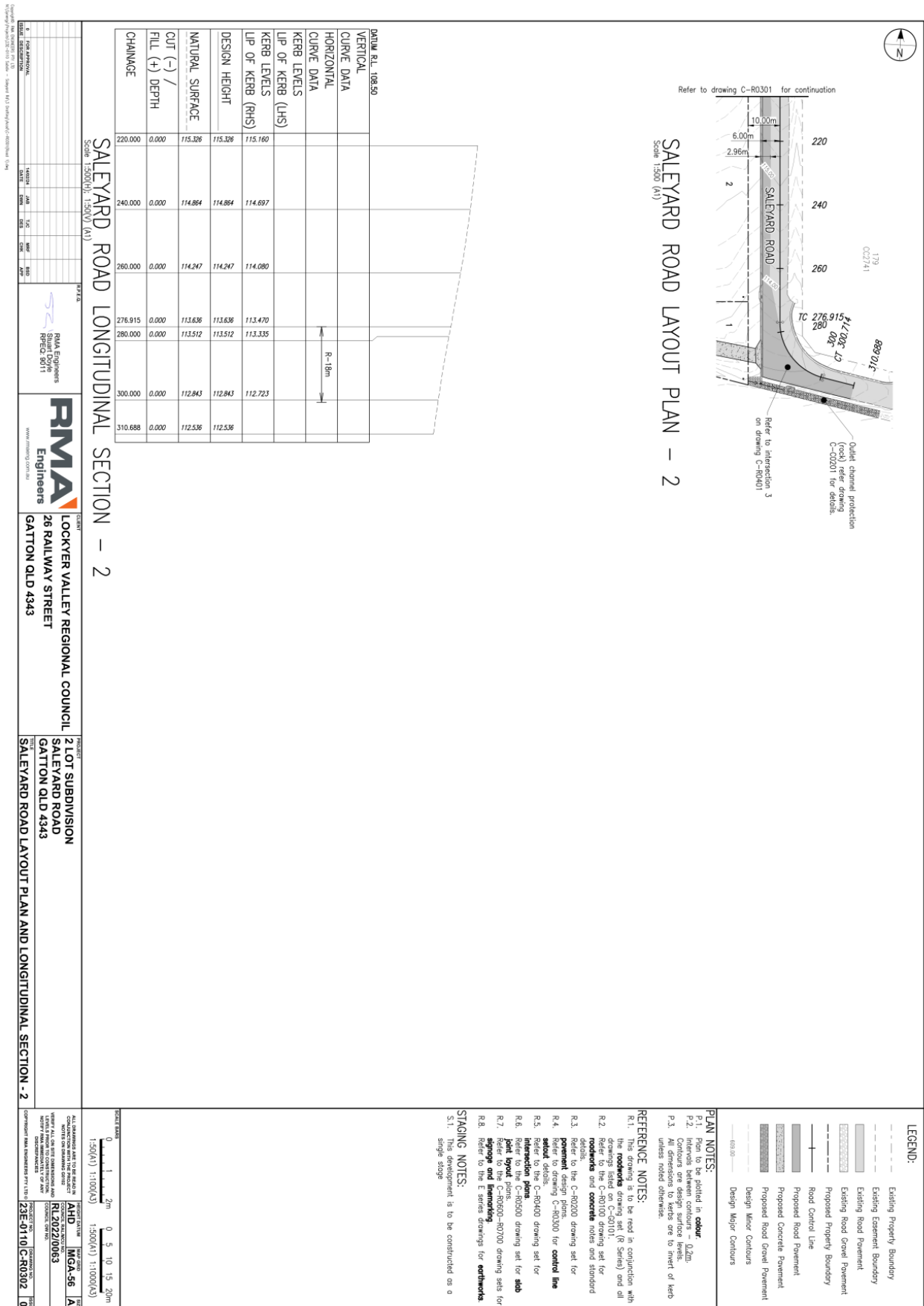


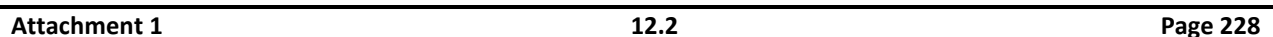


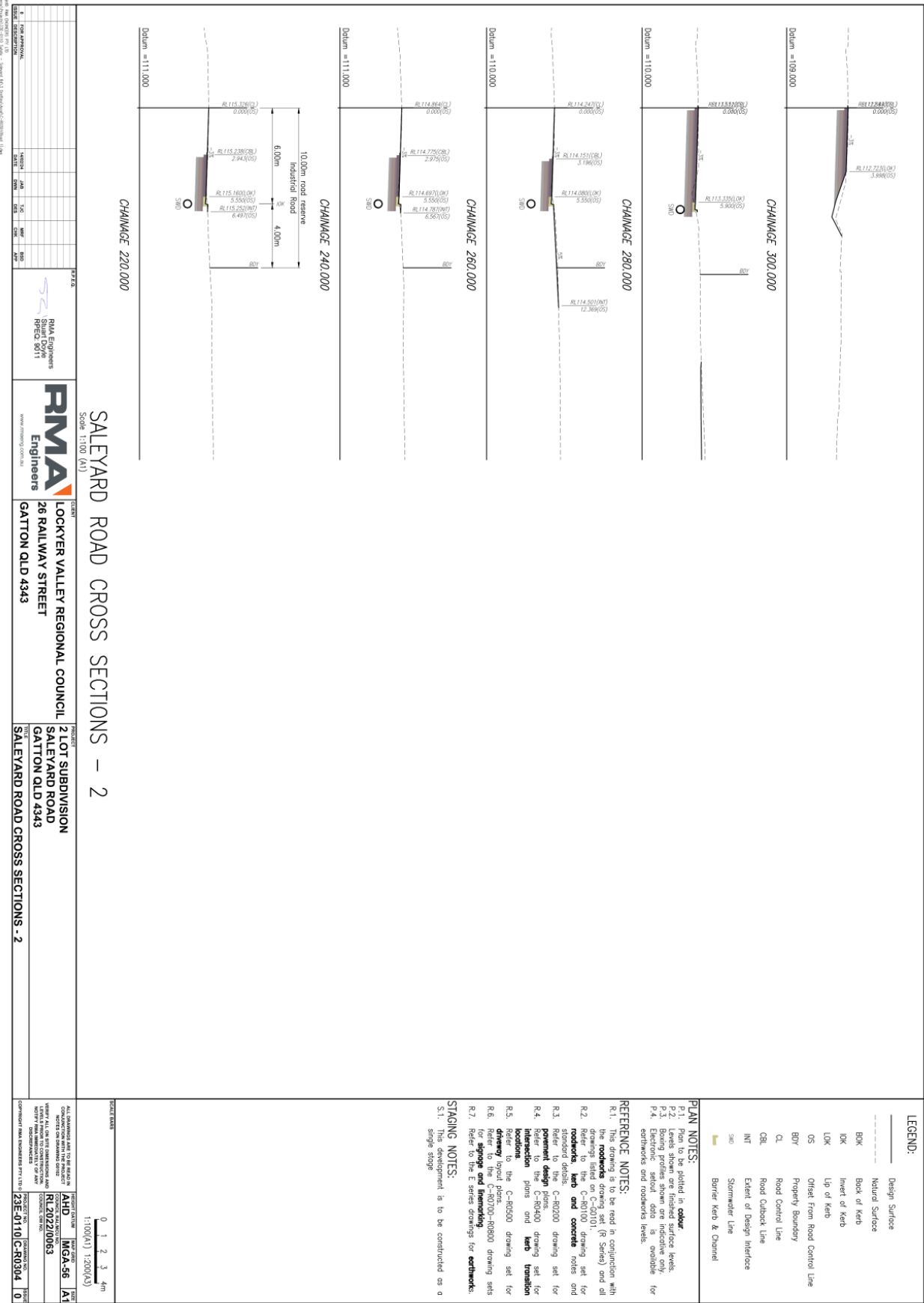


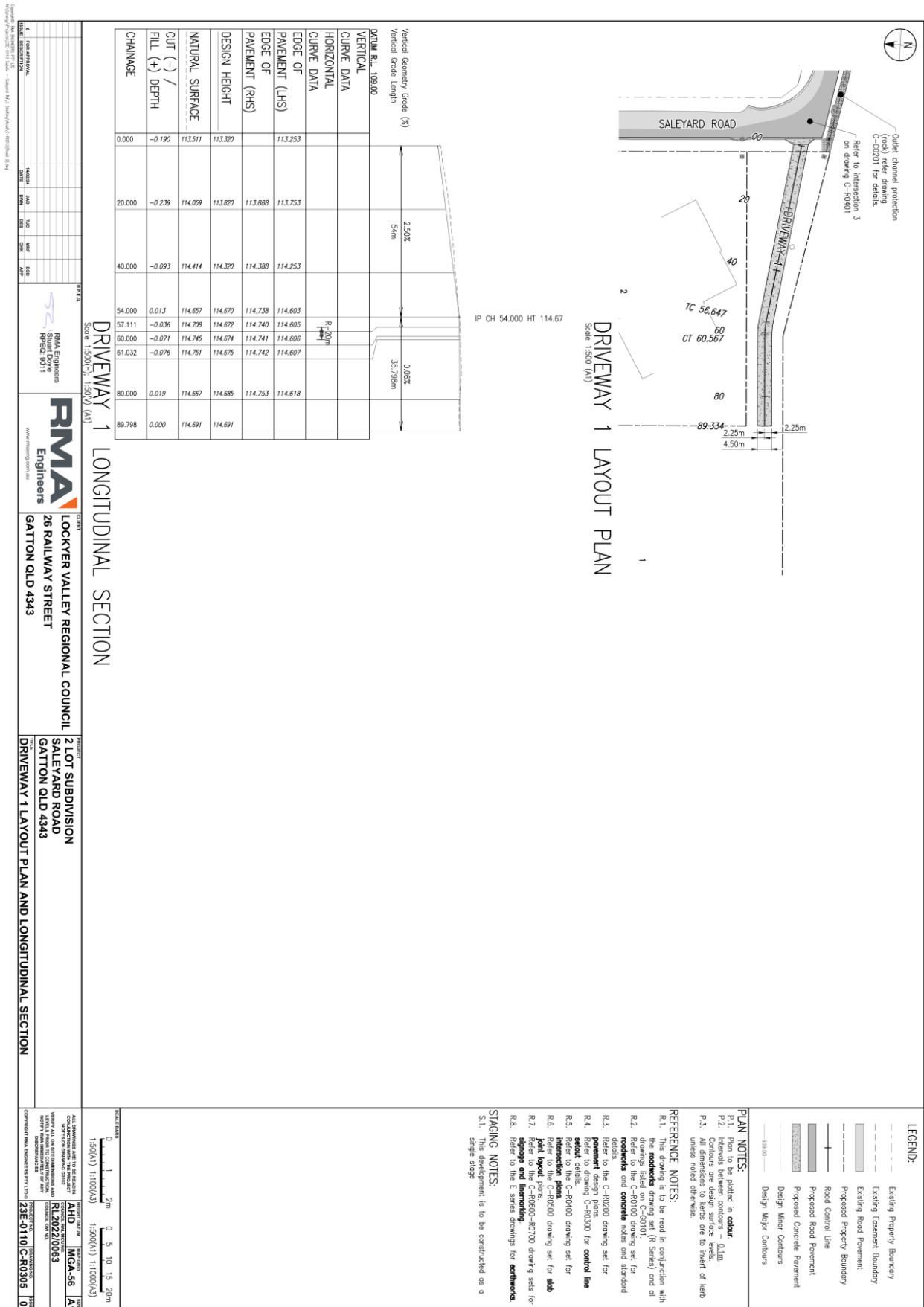
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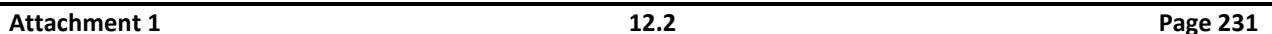


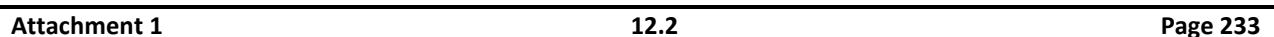
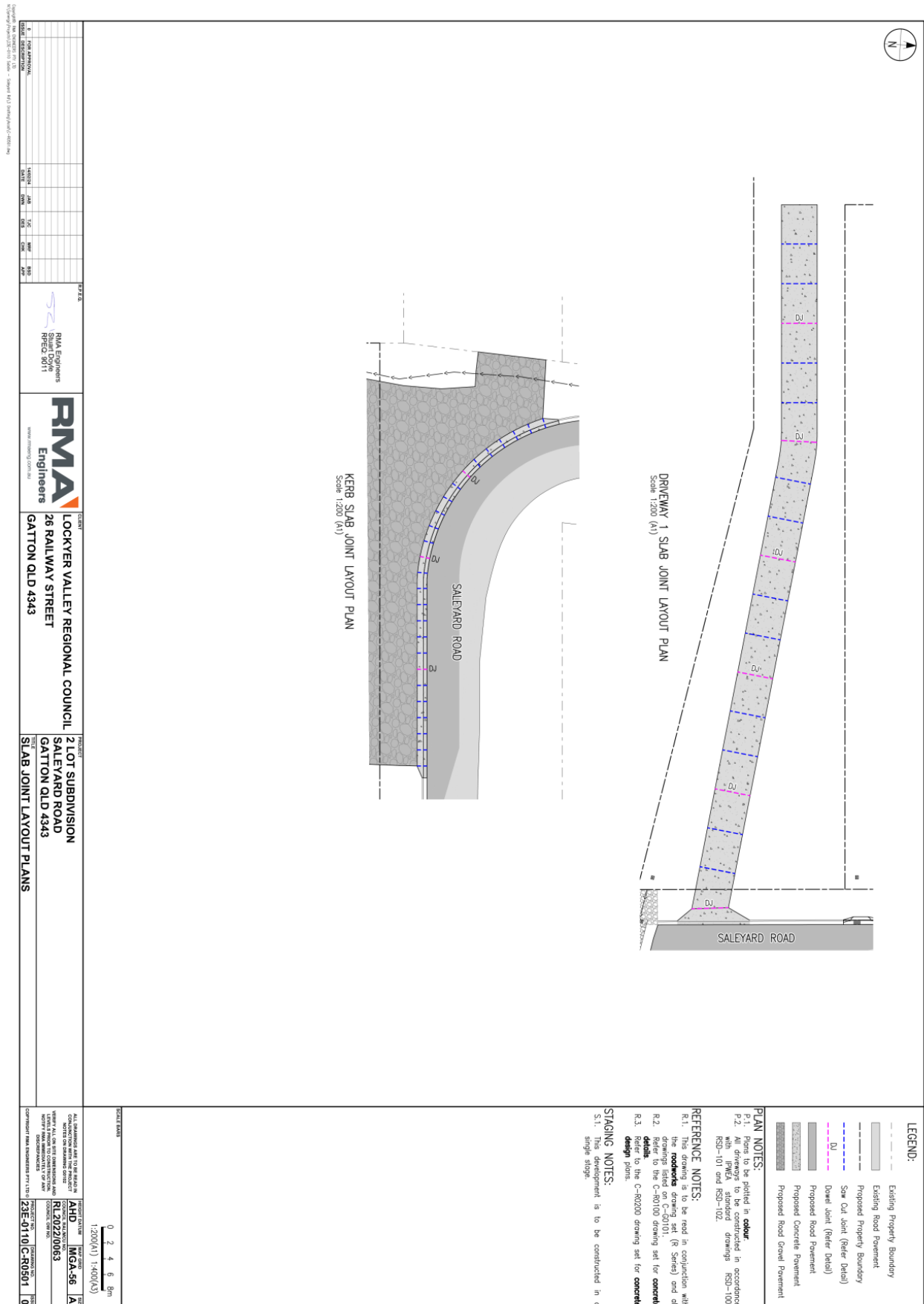


TABLE OF SETPOINT COORDINATES			
POINT	EASTING	NORTHING	LEVEL
1	426846.098	694900.513	118.632
2	426842.910	694900.736	118.628
3	426843.799	694900.011	118.532
4	426846.385	694897.380	118.539
5	426850.479	694892.688	118.562
6	426856.148	694898.128	118.521
7	426864.217	694891.429	118.451
8	426876.718	694888.115	118.412
9	426899.220	694888.801	118.362
10	426885.342	694892.639	118.499
11	426894.373	694890.540	118.384
12	426898.318	694890.428	118.376
13	427005.884	694893.164	118.522
14	427017.932	694894.072	118.510
15	427017.782	694890.587	118.076
16	42702.893	694885.201	115.796
17	427023.723	694867.867	115.531
18	427029.210	694882.886	114.041
19	427013.773	694864.791	113.469
20	427057.572	694798.622	112.536
21	427026.675	694790.765	112.893
22	427026.151	694789.223	112.841
23	427026.739	694785.334	112.307

## INTERSECTION SETOUT COORDINATES

										P37.0.0	
 <b>RMA Engineers</b> 1800 006 1928 19/05/2011											
 <b>RMA Engineers</b> www.rmaeng.com.au											
<b>CLIENT</b> LOCKYER VALLEY REGIONAL COUNCIL 26 RAILWAY STREET GATTON QLD 4343											
<b>PROJECT</b> 2 LOT SUBDIVISION SALEYARD ROAD GATTON QLD 4343											
<b>TITLE</b> INTERSECTION SETOUT COORDINATES											
ALL DIMENSIONS ARE TO BE SET OUT IN CONFORMANCE WITH THE PROJECT CONSTRUCTION AND SET OUT CONTRACT. VERIFY ALL SET OUT DIMENSIONS AND LEVELS PRIOR TO CONSTRUCTION AND REPORT ANY DISCREPANCIES TO THE SURVEYOR.										PROJECT NO: <b>AHD 2011/0063</b> DRAWING NO: <b>MG54-56 A</b> SHEET NO: <b>01</b> CONTRACTOR: <b>CONTRACTOR</b>	
CONTRACTOR: <b>CONTRACTOR</b>										PROJECT NO: <b>23E-0110-C-R0400</b> SHEET NO: <b>01</b>	





Lookyer Valley Regional Council  
GENERAL

## ROAD FURNITURE

## LINEMARKING

L.1. Surveyor is required to spot mark all line marking prior to painting/markings







- L.A. The contract prior to comm

## L.S. Kellec















- AS1743.

V.1.2. Spot marking of linemarking by suitably qualified surveyor.

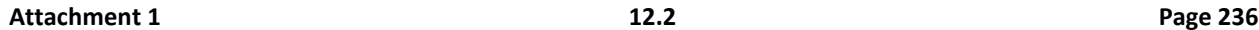
- ...  $f_{\alpha_1, \dots, \alpha_n}$  are mutually  $f_{\alpha_1, \dots, \alpha_n}$ -independent,  $f_{\alpha_1, \dots, \alpha_n}$  is  $f_{\alpha_1, \dots, \alpha_n}$ -independent and  $f_{\alpha_1, \dots, \alpha_n}$  is  $f_{\alpha_1, \dots, \alpha_n}$ -independent.

TYPE MARK	DESCRIPTION	LEGEND/NOTATION (indicative only)	MODULI (GPa)
DL-A	Doubling lane – two lane road		100
DL-B	Doubling lane – multilane road		150
BL-A	Barrier line – single		100
BL-B	Barrier line – one direction		80
BL-C	Barrier line – both directions		80
LL-A	Lane lines – burden		100

TYPE	LEGEND / DIMENSION (indicative only)	MOD (mm)
MARK		
Du-A		100
Du-B		150
Bt-A		100
Bt-B		80
Bt-C		80
Lt-A		100
Lt-B		100
Lt-C		100
Et		150
Continuity lines		200

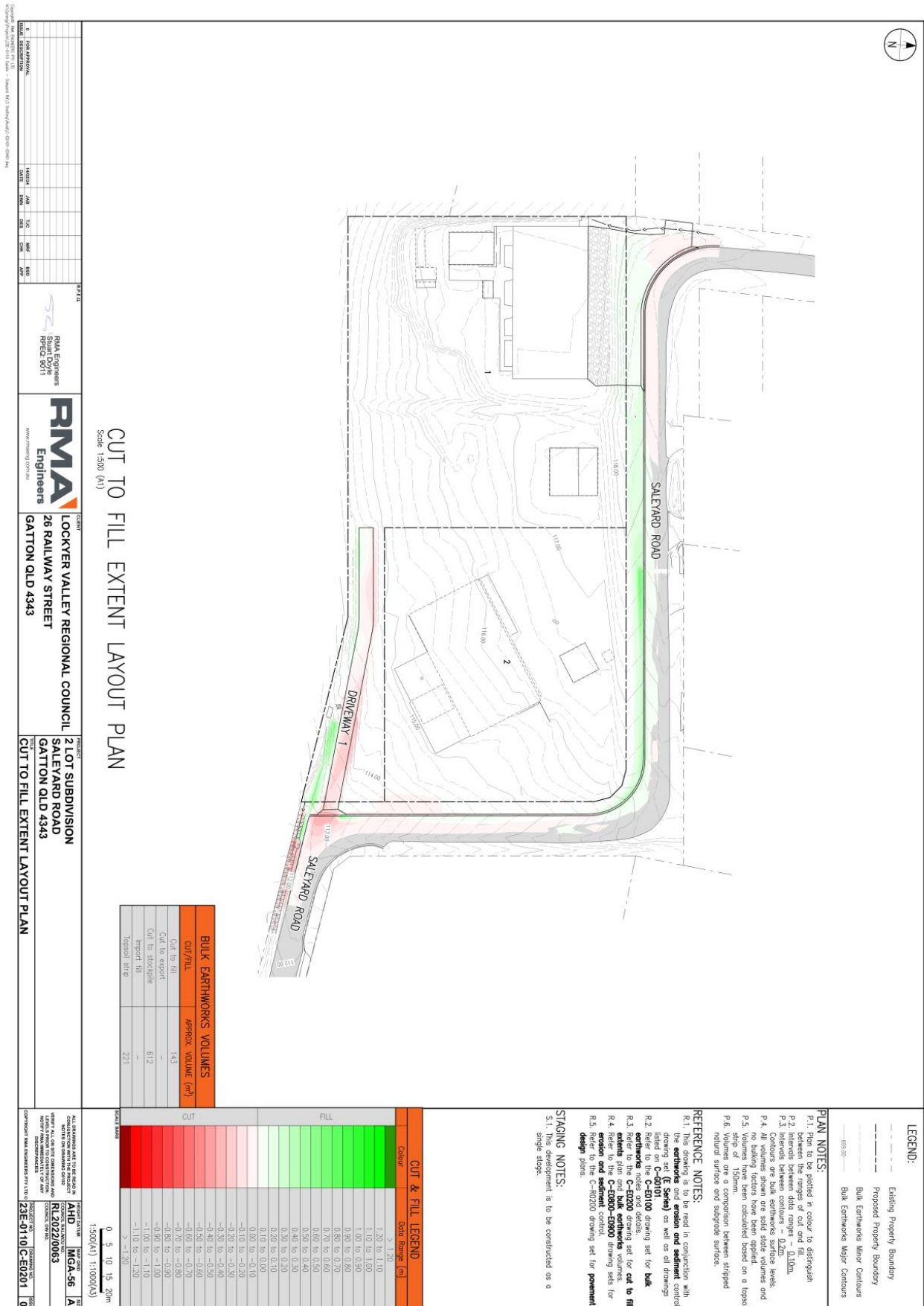
TYPE	DESCRIPTION	LEGEND / DIMENSION (indicative only)	WIDTH (mm)
DW-4	Dwelling lane – two lane road		100
DW-5	Dwelling lane – multiple road		150
BL-4	Barrier line – single		100
BL-5	Barrier line – one direction		80
BL-6	Barrier line – both directions		80
LL-4	Lane lines – broken		100
LL-5	Lane lines – special purpose		100
LL-6	Lane lines – continuous		100
EL	Edge lines (including transition lines)		150
CL	Continuity lines		200
TL	Turn lines		100
OL	Outline markings		150
SL	Stop lines		300
OW	One way lines		300

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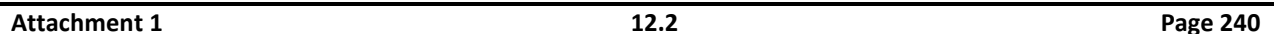




EARTHWORKS NOTES									
GENERAL									
G.1. This drawing is to be read in conjunction with Project Notes or drawings C-0012.									
G.2. In some instances, a note may not apply and therefore can be ignored. It is the Contractor's responsibility to confirm whether a note applies or not with the Superintendent.									
G.3. If a site based geotechnical report exists, earthworks shall be carried out generally in accordance with the recommendations of the report. If a geotechnical report is not available, these notes shall be confirmed with the Superintendent and the Contracting Engineer for clarification.									
SETOUT									
S.1. It shall be the responsibility of the Contractor to accurately determine construction control lines and set out the works in accordance with the relevant engineering plans.									
S.1.a. Electronic design surface (EDS) and / or model settings extracted from either EDS or (Civil 3d software for similar).									
S.1.b. Control lines detailed on the relevant engineering plans.									
S.1.c. Spot levels detailed on the relevant engineering plans, and									
S.2. The Contractor shall ensure that the set out is in accordance with the relevant engineering plans. The contractor shall notify the Contracting Engineer of any discrepancies, prior to starting construction.									
TOPSOIL / STOCKPILES									
T.1. The site shall be stripped to a minimum depth of 100mm unless noted otherwise to remove the grass and topsoil over the extent of the works unless directed otherwise and stockpiled for reuse.									
T.2. When stock is to be required on site, the Contractor shall make an allowance to screen the topsoil of all unsuitable and overhauled material. All unsuitable material generated from screening shall be removed from site at the Contractor's expense.									
T.3. The Contractor shall confirm with the Contracting Engineer and a NATA register that the topsoil is suitable for reuse on site.									
T.4. Topsoil shall be kept separated from stockpiles of material intended for filling. Topsoil shall be kept separated from stockpiles of material intended for filling. The Contractor at their expense shall take steps to limit the spread of dust and sediment from stockpiles.									
CONSTRUCTION COMPACTON AND TESTING REQUIREMENTS									
C.1. Existing uncontaminated fill shall either be removed from site or removed then re-laid and re-compacted in accordance with AS 3798.									
C.2. All fill material and cut platforms including rockways and compact areas are to be compacted in accordance with AS 3798. Refer to Table 5.1 of AS 3798 for relative compaction values.									
C.3. Compacted layer depths may be increased, subject to appropriate equipment and testing procedures being used and will require further assessment and written approval by the Contracting Engineer.									
C.4. No layer of material (depth) is not to exceed a range of between 7.5% - 15%.									
C.5. All compaction test locations are to be surveyed by the Contractor for set-out position and level at their expense.									
C.6. Refer to Table 5.1 of AS 3798 for details for the relevant compaction testing frequency.									
C.7. Testing must be undertaken where any fill depths exceed 200mm.									
C.8. Level 1 inspection and testing is to be implemented on the site in accordance with AS 3798 by a GITA.									
C.9. The cost of the GITA for all inspection and testing is to be included in the Contractor's bill of materials.									
C.10. The Contracting Engineer at their discretion may require record testing of any layer if the site receives more than three (3) layers during any 24-hour period.									
CONSTRUCTION TOLERANCES									
C.11. Where the grades exist, the Contractor shall ensure all levels are true during due to the construction of the works.									
C.12. Earthworks on all earthworks are to be constructed to +/-15mm of the design and shaped to true drain unless nominated as a flat platform.									
C.13. Shaped levels for pavement, footpaths and building platforms shall be constructed to a tolerance of +/-15mm.									
C.14. No additional payments can be claimed by the Contractor when construction works where have not achieved the design tolerance.									
HIGHLY REACTIVE SOILS									
H.1. Where soils are highly reactive the Contractor is to take the appropriate precautions to ensure the stability of the works.									
H.2. The size of the excavated soils must be controlled so that 150mm of compacted material can be laid on the earthworks within 48 hours.									
H.3. The contractor is to protect all excavations from ponding of water due to surface run-off.									
H.4. If heavy rainfall is predicted, the excavation shall not proceed unless the surface can be protected from ponding.									
H.5. If water enters the excavation, it shall be removed as soon as possible. No material is to be placed over the excavation, until the moisture content returns to a similar level as the natural ground and the surface has been inspected by the GITA.									
QUANTITIES									
Q.1. Bulk earthworks quantities, where provided, are net solid volumes and do not include building (excavation) or spoil from services trenching. The Contractor shall make an allowance within their price for these items.									
BUILDING WORKS									
B.1. Refer to the relevant structural engineering drawings for structural slab / pavement / footpath thickness and foundation design.									
B.2. Refer to relevant architectural plans for all set-out, levels, steps, falls to stairs including landscaping details. The Contractor is to confirm building set-out with the Superintendent prior to commencement of earthworks, including location and depth of all set-out details.									
B.3. The Contractor shall submit to the Superintendent a Work Methods Statement, where building footings, septic systems and the like are replaced with compacted fill material. All costs to replace and/or remove with compacted fill material shall be at the Contractor's expense.									
DAMS									
D.1. The Contractor shall submit to the Superintendent prior to starting construction, a Work Methods Statement for existing dams or other water bodies which require de-watering and replaced with compacted fill material.									
ROCK MATERIAL									
R.1. The Contractor to allow for all costs associated with rock excavation within their contract rates as a Provisional Quantity/Sum.									
R.2. All rock to be disposed off-site unless noted otherwise at the Contractor's expense.									
IMPORTED MATERIAL									
I.1. Imported material shall be supplied and compacted where necessary to obtain required compaction level.									
I.2. The material shall be clean graded material free of deleterious material.									
I.3. No particle shall be greater than 25% of the compacted layer depth and shall be capable of being compacted as contained fill.									
I.4. The material shall be clean graded material free of deleterious material. Liquid Limit not greater than 15%, Liquid Limit not greater than 65% and a minimum CBR of 10%, unless noted otherwise.									
UNSUITABLE MATERIAL									
U.1. Pood filling and removal of unsuitable material is to be undertaken in accordance with the relevant engineering drawings.									
U.2. Any soil, rock or zones of unsuitable material that are identified shall be accepted, backfilled with approved material and recompact. Alternatively, with the approval of the Superintendent the soil spots or zones of unsuitable material may be scarified, moisture conditioned and recompact in accordance with Section 5 of AS 3798.									
EARTHEN BATTERS									
E.1. All fill constructed on slopes greater than 12.5% are to be laid in 100-200mm high lifts unless noted otherwise.									
E.2. All temporary and final batter slopes are to be inspected and approved by the Contracting Engineer prior to construction.									
E.3. Fill batter slopes are to be overfilled and trimmed back to finished design surface levels.									
E.4. Where it can be achieved, earthworks for retaining walls in fill is to be overfilled and compacted to the design level.									
E.5. Where required, the Contractor shall provide adequate safety fencing / barriers to relevant batter or retaining walls (temporary or permanent).									
ADJACENT INFRASTRUCTURE / BOUNDARIES									
A.1. Where any excavation or construction works are to be carried out in adjoining property, the Contractor shall ensure that the works do not affect the stability of the adjoining property. All measures necessary to ensure the integrity of existing boundaries, structure or infrastructure. This may include the use of low vibration equipment, trench shoring etc as required.									
A.2. Any proposed batter or earth retaining structures must be wholly within the property boundaries.									
A.3. Design bulk earthworks levels are shown on the drawings. Actual limits and levels on site may be required to vary due to the conditions and constraints. Under these circumstances, instructions shall be given by the Superintendent at the pre-set meeting or during construction. Retained surface contours may be adjusted with the written approval of the Superintendent.									
A.4. All new works to match existing.									
VERIFICATION									
V.1. The GITA shall provide verification to the Contractor, that all general earthworks operations have been carried out in accordance with the drawings and specifications and the contractor's fill is suitable for proposed use.									
V.2. The Contractor shall ensure that the Contractor engages a geotechnical engineer to verify the bearing capacity of the platform with a minimum 100kPa bearing capacity under any platform unless otherwise noted in a site-specific geotechnical report.									
V.3. The GITA shall provide a report setting out the inspection, sampling and testing. The GITA shall provide an opinion of the work and the way comply with the specification and drawings.									
V.4. The Contractor shall submit certification of all test results which establish the compliance of all compacted material to the Contracting Engineer for compliance.									
V.5. The Contractor has two (2) days to submit completion test results after proof rolling each area.									
V.6. Where required, the Contractor shall engage their own geotechnical engineer to confirm that all constructed cutfill batters and retaining structures on the site have achieved adequate stability with a long-term factor of safety greater than or equal to 1.5 against geotechnical failure.									
SURVEY									
V.7. As a minimum, the Contractor shall submit the following to establish compliance with the design levels.									
V.7.a. As Constructed survey.									
V.7.b. As Constructed survey.									
V.7.c. Final structural fill surface survey (pre-topsoil).									
V.7.d. Finished surface survey (topsoil).									
PROOF ROLLING									
V.8. As a minimum, the Contractor shall proof roll the following at the discretion of the Contracting Engineer.									
V.8.a. All compacted surfaces.									
V.8.b. All compacted surfaces.									
V.8.c. All fill layers.									
RMA Engineers 26 RAILWAY STREET GATTON QLD 4343									
LOCKYER VALLEY REGIONAL COUNCIL 2 LOT SUBDIVISION SALEYARD ROAD GATTON QLD 4343									
BULK EARTHWORKS NOTES AND STANDARD DETAILS									
ALL DIMENSIONS ARE TO BE SHOWN IN METERS UNLESS NOTED OTHERWISE. DIMENSIONS ARE TO BE SHOWN IN METERS UNLESS NOTED OTHERWISE. DIMENSIONS ARE TO BE SHOWN IN METERS UNLESS NOTED OTHERWISE.									
DATE: 23/01/2025 DRAWN BY: MGA-56 CHECKED BY: A1 PROJECT: 23E-0110-C-E0101									









## GENERAL

## PIPEWORK

P.2. Where required, reinforced concrete pipes and their bedding shall provide neat and sufficient surfaces. Surfaces shall

- P.3.a.  $\leq$  DNE500: Reinforced concrete class (2) minimum rubber ring joint pipe.

P.3.c. Reinforced Concrete Class (2) minimum rubber ring joint pipe, or  
P.3.d. uPVC Class (S18) minimum rubber ring joint pipe, or

- P.5. For trench installation details refer to IPWEA standard drawing DS-030. dry density is not less than 100% of the material's dry density.

### III INJECTIONS

- J2. All gully pits are to be top in line unless noted otherwise.
- J3. All gully pits shall be "Rock", "Thumes" or "C-M product" recess

J.6. Refer IPWEA standard drawing DS-062 & DS-063 for installation details

- J.9. All cast in situ structures shall be constructed in accordance with details on C-D0102.

J.12. Manholes shall be setout to the centre of pit and offset 1.5m from the property boundary to the centre of a surface water drain.

- J.14. Manholes within the road reserve shall finish flush with the finished surface level, while

J.16. The Contractor shall place 12mm thick steel plate over all junctions during the construction process until frames and lids arrive and are installed. Alternative options can be used subject

- C.1. Culvert type and sizes are listed on the layout plans.

specifications. The slabs shall accommodate a minimum design loading of 7

- 4.3 All multi-cell handbullet information and notes shall be included on each leaflet, from structure specifications.

H.5. Pipe culvert cast in situ headwalls, wingwalls and aprons shall be installed in accordance with

- H.7. Rock pad outlet structures located directly downstream on the outlet aprons shall be installed drawings DS-082.

CS.1. All connections studs shall be constructed in accordance with the local authorities

- [illegible]

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Pty/ptn/22E-0110 Sadee - Sanyard B/LJ Overing/Mood/C-0018-16001.dwg

1.0m above the finished surface level and finished with a push on end cap, painted blue.

- CS 5 Connection stubs shall extend a minimum 1.0m beyond any parallel sewerage lines.

## KERBADAPTERS

- K.3. Properly boundary offsets from the kerb adaptors shall typically extend 1.0m upstream of the otherwise.

Class 12 pipe is to be installed perpendicular to the kerb and channel to the property boundary. Refer to DWG A standard dimension. DR 004 for installation details.

- V.1. Site visits by Certifying Engineer (minimum mandatory requirements)**  
**V.1.a. Pre-backfill over pipes**

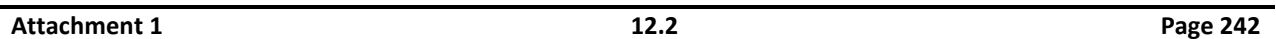
V 1 e.	Base slab reinforcement prior to concrete placement (RCBC only)
V 1 f	Nit wall reinforcement prior to concrete placement (RCBC only)

**BMA** LOCKYER VALL

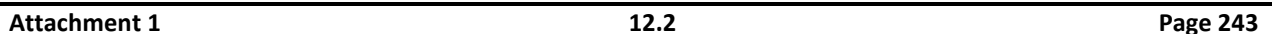
- www.lettering.com.au
- GAIL ON QLD 4

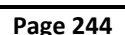
Diagram illustrating the cross-section of a road structure. It shows a layer of dumped rock (d<sub>50</sub>=200mm) above an existing cutback surface.

### OUTLET SCOUR CONTROL PROFILE









[illegible]

[illegible]

OPEN CHANNEL NOTES									
GENERAL									
G.1. This drawing is to be read in conjunction with Project Notes on drawing C-00102									
G.2. In some instances a note may not apply and therefore can be ignored. It is the Contractor's responsibility to confirm whether a note applies or not with the Superintendent.									
PIPEWORK									
P.1. Pipe sizes are listed on the longitudinal section(s).									
P.2. All stormwater pipe products can be used for stormwater drainage.									
ROAD RESURFACING									
P.2.a. < DN600 Reinforced concrete class (2) minimum nuclear mg joint pipe.									
P.2.b. > DN600 Reinforced concrete class (2) minimum thrust joint pipe with external rubber band.									
JUNCTIONS									
GULLY PITS									
J.1. Gully pit type and sizes are listed on the longitudinal section(s).									
J.2. All gully pits are to be 1m in line unless noted otherwise.									
J.3. All gully pits shall be "Rock", "Thinner" or "C-J" product, recessed type side walls with 150mm deep base.									
J.4. Gully pits shall be located on the downstream end of the unit.									
J.5. Inlet capacities to comply with QLDW 2008 7.05.									
J.6. Refer PVCEA standard drawing DS-062 & DS-063 for installation details.									
MANHOLES									
M.1. All manholes type and sizes are listed on the longitudinal section(s).									
M.2. All manholes within the road reserve shall be DN1000 precast concrete pits with 1m offset lids as detailed on PVCEA standard drawing DS-010 unless noted otherwise.									
M.3. Manholes shall be located to the centre of pit and offset 1.5m from the property boundary to the centre of pit unless noted otherwise.									
LIDS									
L.1. The lid shall be DN600 cast iron Type D, recessed, unframed and labelled STORMWATER as per PVCEA standard drawing DS-019.									
L.1.1. Manholes within the road reserve shall finish with the finished surface level, while intermediate manholes within private property shall finish 75mm above the finished surface level.									
L.1.2. Refer to PVCEA standard drawings DS-019, DS-020 & DS-021 for installation details.									
L.1.3. The contractor shall place 12mm thick steel plate over all junctions during the construction process until frames and lids arrive and are installed. Alternative options can be used subject to the prior approval of the Certifying Engineer.									
CULVERTS									
C.1. Culvert type and sizes are listed on the layout plans.									
C.2. All culverts, base slabs, aprons and headwalls shall be installed in accordance with Transport and Main Roads standard drawings.									
C.3. Culvert risk slabs (where specified) shall be installed in accordance with the manufacturer's specifications. The slabs shall accommodate a minimum design loading of 7									
HEADWALLS									
H.1. Section, extents and skew angle as shown on the layout plan.									
H.2. Precast headwalls (single cells only) shall be installed in accordance with the manufacturers specifications.									
H.3. All precast headwalls, wingwalls and aprons shall be installed by cast in situ type structures.									
H.4. Box culvert cast in situ headwalls, wingwalls and aprons shall be installed in accordance with Transport and Main Roads standard drawing 1503.									
H.5. Pipe culvert cast in situ headwalls, wingwalls and aprons shall be installed in accordance with H4.									
H.6. Culvert and aprons shall be installed in accordance with drawings DS-020.									
H.7. Rock pad outlet structures located directly downstream on the outlet aprons shall be installed in accordance QUDM Figure 8.11 and 8.12.									
VERIFICATION									
V.1. Suitable by Certifying Engineer (minimum mandatory requirements)									
V.1.a. Pre-install over pipe									
V.1.b. Joint reaction or sand bands									
V.1.c. Lifting point plugs and/or pile									
V.1.d. Lifting and removal and post-lift (wings and spurs and RIBC only)									
V.1.e. Backfill and reinforcement prior to concrete placement (RIBC only)									
V.1.f. No wall reinforcement prior to concrete placement (RIBC only)									
V.1.g. Wingwall, headwall and cut off wall reinforcement prior to concrete placement (cast in situ only)									
12.2									
RMA Engineers Shant Dwyer RPEd 9011									
RMA Engineers www.rmaeng.com.au									
LOCKER VALLEY REGIONAL COUNCIL 26 RAILWAY STREET GATTON QLD 4343									
2 LOT SUBDIVISION SALEYARD ROAD GATTON QLD 4343									
OPEN CHANNEL NOTES AND STANDARD DETAILS									
ALL DRAWINGS ARE TO BE READ IN CONJUNCTION WITH THE PROJECT NOTES ON DRAWING C-00102. ANY AMENDMENTS TO ANY DRAWING SHALL BE MADE BY THE PROJECT MANAGER OR ANY OTHER AUTHORIZED PERSON.									
CONTRACTOR SHALL PROVIDE THE FOLLOWING INFORMATION TO THE PROJECT MANAGER:									
AHD MGA-56									
DATE OF SURVEY 23/01/2024									
PROJECT NO. 23E-0110-C-00101									
0									





**12.3 RL2023/0036 & MC2023/0091 - Application for Variation Request and Development Permit for Reconfiguring a Lot - 94 Staatz Quarry Road, Regency Downs**

**Author:** Tamara Katai, Planning Officer

**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

**Purpose:**

The purpose of this report is to consider a development application (MC2023/0091 & RL2023/0036) for a Preliminary Approval including Variation Request to Vary the Effect of the Laidley Shire Planning Scheme 2003 and a Development Permit for Reconfiguring a Lot (Subdivision of One (1) Lot into Four (4) Lots & Four (4) Access Easements) at 94 Staatz Quarry Road, Regency Downs, described as Lot 21 on RP 200060.

The application has been assessed in accordance with the requirements of the Planning Act 2016 and it is recommended that the application be approved subject to the imposition of reasonable and relevant conditions:

**Officer's Recommendation:**

**THAT development application (MC2023/0091 & RL2023/0036) for a Preliminary Approval including Variation Request to Vary the Effect of the *Laidley Shire Planning Scheme 2003* and a Development Permit for Reconfiguring a Lot (Subdivision of One (1) Lot into Four (4) Lots & Four (4) Access Easements) at 94 Staatz Quarry Road be approved subject to the following conditions:**

**Preliminary Approval including a Variation Request to vary the effect of the *Laidley Shire Planning Scheme 2003***

GENERAL		
1.	The Rural Residential Zone assessment tables and assessment criteria under the <i>Laidley Shire Planning Scheme 2003</i> shall apply to Lot 21 RP200060, also known as Lots 1, 2 3 and 4. The referenced allotments are considered to be zoned Rural Residential under the <i>Laidley Shire Planning Scheme 2003</i> .	At all times.

**Development Permit for Reconfiguring a Lot (Subdivision of One (1) Lot into Four (4) Lots & Four (4) Access Easements)**

No.	Condition	Timing										
APPROVED PLANS AND DOCUMENTS												
2.	<div>APPROVED PLANS &amp; DOCUMENTS</div> <div>Undertake the approved development generally in accordance with the approved plans and documents, including any amendments where in red on the approved plan(s) or document(s):</div> <table><tr><td>Title</td><td>Plan No.</td><td>Revision / Amended</td><td>Date</td><td>Prepared By</td></tr><tr><td>Reconfiguring of a Lot Plan – 1 into 4 Lots</td><td>401-02</td><td>B</td><td>-</td><td>Clark Town Planning</td></tr></table>	Title	Plan No.	Revision / Amended	Date	Prepared By	Reconfiguring of a Lot Plan – 1 into 4 Lots	401-02	B	-	Clark Town Planning	At all times.
Title	Plan No.	Revision / Amended	Date	Prepared By								
Reconfiguring of a Lot Plan – 1 into 4 Lots	401-02	B	-	Clark Town Planning								
3.	CONDITIONS OF APPROVAL AND APPROVED PLANS	At all times.										

	Where there is a conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval take precedence.	
<b>GENERAL</b>		
4.	<b>COMPLIANCE WITH CONDITIONS</b> The developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor, or invitee of the applicant.	At all times.
5.	<b>WORKS – APPLICANT’S EXPENSE</b> The cost of all works associated with the development and construction of the development, including services, facilities and/or public utility alterations required are met at no cost to the Council or relevant utility provider, unless otherwise stated in a development condition.	At all times.
6.	<b>WORKS – DEVELOPER RESPONSIBILITY</b> The applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may have occurred during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community, must be repaired immediately.	At all times.
7.	<b>WORKS – DESIGN &amp; STANDARD</b> Unless otherwise stated, all works must be designed, constructed, and maintained in accordance with the relevant Council policies, guidelines and standards.	At all times.
8.	<b>WORKS – SPECIFICATION &amp; CONSTRUCTION</b> All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant Australian Standards and must be approved, supervised, and certified by a Registered Professional Engineer of Queensland (RPEQ).	At all times.
9.	<b>MAINTAIN APPROVED DEVELOPMENT</b> The development is to be constructed and maintained in accordance with the approved drawing(s) and/or document, and any relevant approvals.	At all times.
10.	<b>ENDORISING OR RELEASE OF SURVEY PLAN</b> Undertake all below actions prior to Council endorsing or releasing the Survey Plan for this development:  (a) All conditions attached to this development approval have been fulfilled; (b) All outstanding rates and charges relating to the site have been paid; ; and (c) Statement demonstrating compliance with all conditions has been submitted to Council.	At all times.
<b>EASEMENTS</b>		
11.	<b>LAND REGISTRY</b> Register with the Land Registry the following easements:  (a) An access and services easement as per the approved plans, having a minimum width of 5m, burdening Lot 1 to the benefit of Lot 2; (b) An access and services easement as per the approved plans,	At all times.

	<p>having a minimum width of 5m, burdening Lot 2 to the benefit of Lot 1;</p> <p>(c) An access and services easement as per the approved plans, having a minimum width of 5m, burdening Lot 3 to the benefit of Lot 4; and</p> <p>(d) An access and services easement as per the approved plans, having a minimum width of 5m, burdening Lot 4 to the benefit of Lot 3.</p>	
12.	<p><b>EASEMENT DOCUMENTATION</b></p> <p>Provide copies of the signed easement documentation for easements required by Condition 11.</p>	With request for Survey Plan endorsement.
<b>BUILDING AND CERTIFICATION</b>		
13.	<p><b>EXISTING BUILDINGS &amp; STRUCTURES</b></p> <p>Demolish or relocate off site any existing buildings and/or structures on the site that are located:</p> <p>(a) Over any proposed lot boundary;</p> <p>(b) On land proposed to be dedicated to Council as trustee or transferred to Council in fee simple; and</p> <p>(c) Within any easement required to be registered across any part of the land.</p>	Prior endorsement to Survey Plan.
14.	<p><b>BUILDINGS, STRUCTURES &amp; SERVICES</b></p> <p>Submit to Council evidence from a Cadastral Surveyor that all existing on-site treatment or disposal systems, or services, are fully contained within the lot they serve. Where any part of an existing on-site treatment or disposal system or service is found to cross a lot boundary, the encumbrance must be resolved by either:</p> <p>(i) Removing the encumbrance;</p> <p>(ii) Submitting an amended plan identifying the encumbrance and showing a revised boundary alignment; or</p> <p>(iii) Registering an easement in accordance with the <i>Land Title Act 1994</i> over the encumbrance such it burdens/benefits the respective lots where required.</p>	Prior endorsement to Survey Plan.
15.	<p><b>PLUMBING &amp; DRAINAGE CERTIFICATE</b></p> <p>The applicant is required to submit a final plumbing and drainage certificate to verify the disconnection and reconnection of an existing dwelling.</p>	At the time of plan sealing.
<b>UTILITY SERVICES</b>		
16.	<p><b>WATER– GENERAL</b></p> <p>Ensure that each lot is serviced by water distributor-retailer's water supply infrastructure. Submit to Council evidence of connection from the relevant service provider.</p>	Prior endorsement to Survey Plan.
17.	<p><b>ELECTRICITY &amp; TELECOMMUNICATIONS</b></p> <p>Connect each lot to reticulated electricity and telecommunications to the standard of the relevant service provider. Submit to Council evidence of connection from the relevant service provider.</p>	Prior endorsement to Survey Plan.
18.	<p><b>UTILITY SERVICES – GENERAL</b></p> <p>Provide all utility services to rear access lots along the full length of the access handle, including water, electricity and telecommunications.</p>	Prior endorsement to Survey Plan.
<b>ENGINEERING WORK – ACCESS</b>		
19.	<b>VEHICULAR CROSSOVERS</b>	Prior to

	Provide each proposed lot with a vehicular crossover in the crossover locations shown on the approved plans, constructed in accordance with Lockyer Valley Regional Council's Standard Drawing SD 221 – Rural Property Access.	endorsement of Survey Plan.
20.	<b>DRIVEWAY</b> Design and construct two (2) bitumen or concrete access driveways in accordance with the Approved Plan. The driveway/s must have a minimum width of 3.5m.	Prior to endorsement of Survey Plan.
21.	<b>DRIVEWAY CONSTRUCTION</b> An Erosion and Sediment Control Plan (ESCP), prepared and certified by a Registered Professional Engineer Queensland (RPEQ), must be implemented and maintained for the duration of driveway construction works and until such time that all exposed soil areas are permanently stabilised (e.g. turf, hydro-mulched, concrete or landscaped, etc.).	Prior to endorsement of Survey Plan.
22.	<b>DRIVEWAY CERTIFICATION</b> Submit certification from a Registered Professional Engineer Queensland (RPEQ) that the driveway and access has been constructed in accordance with the requirements of this permit.	Prior to endorsement of Survey Plan.
<b>EXCAVATING AND FILLING</b>		
23.	<b>EXCAVATING &amp; FILLING</b> Ensure the excavating or filling does not concentrate or divert stormwater onto adjoining land to a degree which is worse than that which existed prior to the works.	Prior to endorsement of Survey Plan and at all times thereafter
24.	<b>EXCAVATING &amp; FILLING</b> Ensure the excavation or filling does not result in the ponding or permanent retention of surface water either on the site or on adjoining land.	Prior to endorsement of Survey Plan and at all times thereafter

#### ADVISORY NOTES

1. Council will issue an Infrastructure Charges Notice. These charges are required to be paid prior to the sealing of the survey plan of subdivision.
2. An applicant may make representations to Council at any time during the applicant appeal period about changing a matter in the Decision Notice (s75 of the *Planning Act 2016*) or Infrastructure Charges Notice (s125 of the *Planning Act 2016*). Only one negotiated decision notice can be issued by Council.
3. The development approval will have effect in accordance with Section 71 of the *Planning Act 2016*.
4. Works associated with this approval may not start until all necessary approvals have been obtained and relevant conditions complied with (s72 of the *Planning Act 2016*).
5. Any additions or modifications to the approved development (not covered in this approval) may be subject to further approval in accordance with the *Planning Act 2016*.
6. Where a condition requires the submission of a document it must be submitted via email to [mailbox@lvrc.qld.gov.au](mailto:mailbox@lvrc.qld.gov.au).
7. **Fire ants**

Biosecurity Queensland must be notified on 13 25 23 of development occurring in the fire ant biosecurity zone before operational works commence. It should be noted that works involving fire ant carrier materials may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence.

It is a legal obligation to report any sighting or suspicion of fire ants within 24 hours to Biosecurity Queensland on 13 25 23.

The Fire Ant Restricted Area as well as general information can be viewed on [the Department of Agriculture and Fisheries website](#).

#### 8. **Biosecurity**

Ensure all prohibited and restricted biosecurity matter under the *Biosecurity Act 2014* is removed appropriately prior to conducting any works on the site.

Everyone is obligated under the *Biosecurity Act 2014* to take all reasonable and practical steps to minimise the risks associated with invasive plants under their control. More information on restricted and invasive plants as well as your general biosecurity obligation (GBO) can be viewed on the [Business Queensland website](#).

#### 9. **Aboriginal Cultural Heritage**

The *Aboriginal Cultural Heritage Act 2003* requires anyone who carries out a land use activity to exercise a duty of care. The cultural heritage duty of care is met if the development is conducted in accordance with gazetted cultural heritage duty of care guidelines. Further information on cultural heritage duty of care including a register and database of cultural heritage matters is available on the [DATSIP website](#). Should any aboriginal, archaeological or historic sites, items or places be identified, located or exposed during construction or operation of the development, the *Aboriginal Cultural Heritage Act 2003* requires all activities to cease. Please contact DATSIP for further information.

#### 10. **Protected Plants**

The *Nature Conservation Act 1992* regulates the clearing of native plants in Queensland to protect our critically endangered, endangered, vulnerable and near threatened plants for current and future generations. A Flora trigger survey in accordance with the Flora Survey Guidelines - Protected Plants prepared by Department of Environment and Science may be required.

#### 11. **Native Animal Breeding Places**

Under the *Nature Conservation Act 1992*, any clearing of vegetation that is required to tamper with a confirmed native animal breeding place in order to complete the scope of works, must be undertaken in accordance with a Species Management Program (SMP) approved by the Department of Environment and Science.

#### 12. **Clearing of Vegetation**

Clearing of vegetation that has the potential to disturb the roots of the trees of proposed retained vegetation thereby resulting in the death of trees is not approved to be cleared under this development approval. It is recommended clearing and excavation activities be undertaken in accordance with the 'Australian Standards for the Protection of Trees on Development Sites (AS4970-2009)' to avoid any consequential unauthorised clearing.

### 13. Clearing of Koala Habitat Trees

Any clearing of koala habitat trees in the Lockyer Valley must be carried out in a way that complies with the sequential clearing conditions in Part 3, Section 10 of the *Nature Conservation (Koala) Conservation Plan 2017*.

*Advisory note: **Koala habitat trees** is defined as:*

- a) A tree of the *Corymbia*, *Melaleuca*, *Lophostemom* or *Eucalyptus* genera that is edible by koalas; or
- b) A tree of a type typically used by koalas for shelter, including, for example, a tree of the *Angophora* genus.

### 14. Flying Foxes

Some locations within the Lockyer Valley Regional Council area are known as regular/occasional flying-fox roost sites. Unauthorised disturbance to flying-fox roosts is not permitted under Section 88C of the *Nature Conservation Act 1992*. The state government publishes relevant advice in the [Flying-Fox Roost Management Guideline 2013](#).

Grey-Headed Flying Foxes have been observed in Lockyer Valley Regional Council. Any proposed disturbance of this species needs to be referred to the Commonwealth Department of Climate Change, Energy, the Environment and Water as the species is classified as Vulnerable under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC).

### 15. Federal Environmental Protection

The *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) ensures that 'nationally significant' animals, plants, habitats and places are protected, and any potential negative impacts are carefully considered. It applies to any group or individual whose actions may have a significant impact on a matter of national environmental significance.

### 16. Advice about Urban Utilities

An application will need to be made directly to Urban Utilities for any water supply and wastewater connections for the proposed development.

## Executive Summary

This report considers a development application (MC2023/0091 & RL2023/0036) for a Preliminary Approval including Variation Request to Vary the Effect of the *Laidley Shire Planning Scheme 2003* and a Development Permit for Reconfiguring a Lot (Subdivision of One (1) Lot into Four (4) Lots & Four (4) Access Easements) at 94 Staatz Quarry Road, Regency Downs, described as Lot 21 on RP 200060.

The application has been assessed in accordance with the requirements of the Planning Act 2016 and it is recommended that the application be approved subject to the imposition of reasonable and relevant conditions.

The following table summarises the particulars of the development application:



TABLE 1 - OVERVIEW	
APPLICATION DETAILS	
Application No:	RL2023/0036
Applicant:	Clark Town Planning
Landowner:	Brenton Stephen Turley
Site address:	94 Staatz Quarry Road REGENCY DOWNS QLD 4341
Lot and Plan:	Lot 21 RP 200060
Proposed development:	Preliminary Approval including Variation Request to Vary the Effect of the <i>Laidley Shire Planning Scheme 2003</i> ; and  Development Permit for Reconfiguring a Lot (Subdivision of One (1) Lot into Four (4) Lots & Four (4) Access Easements)
STATUTORY PLANNING DETAILS	
Planning Scheme:	<i>Laidley Shire Planning Scheme 2003</i>
Zone:	Rural Landscape Zone
Mapped State Planning Policy (SPP) matters:	State Planning Policy (July 2017)
South East Queensland Regional Plan 2023 (Shaping SEQ) regional land use category:	Rural Living Area
Referral trigger/s under the <i>Planning Regulation 2017</i> :	Nil
TLPI:	<i>Temporary Local Planning Instrument 2022 Flood Regulation</i> (effective 21 July 2022) Flood hazard area under the Flood Hazard Overlay: <ul style="list-style-type: none"> <li>Overland Flow Paths</li> </ul>
Overlays:	Not Applicable
Category of Assessment:	Variation Request: Impact Assessable Reconfiguring a Lot: Code Assessable

## DESCRIPTION OF THE SITE AND SURROUNDS

SITE AND LOCALITY DESCRIPTION	
Land area:	2Ha
Existing use of land:	Dwelling House with ancillary structures
Road frontage:	Staatz Quarry Road: 95m
Significant site features:	The development site includes an existing dam. The Plan of Reconfiguration indicates the dam will be filled. This will be assessable operational works. The development site contains sparse vegetation that is not identified as being ecologically significant in Council's Planning Scheme mapping.
Topography:	The development site generally falls towards the road frontage (to the west). The highest point is located along the eastern boundary (87m AHD) and the lowest point is located along the western boundary (81m AHD).
Surrounding land uses:	The surrounding area typically consists of Dwelling Houses on allotments diverse in size, ranging from 4,000m <sup>2</sup> to greater than 40ha. Cropping and

agricultural uses are established within the broader periphery.
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**Figure 1.** Locality of Subject Site (Source: LVRC Intramaps)

## SITE HISTORY AND BACKGROUND

There are no existing planning approvals over the development site.

### Proposal

The development application seeks a Preliminary Approval including Variation Request to Vary the Effect of the *Laidley Shire Planning Scheme 2003* and a Development Permit for Reconfiguring a Lot (Subdivision of One (1) Lot into Four (4) Lots & Four (4) Access Easements) at 94 Staatz Quarry Road, Regency Downs, described as Lot 21 on RP 200060.

#### *Preliminary Approval for Variation Request*

The Variation Request seeks to vary the effect of the *Laidley Shire Planning Scheme 2003* by applying the Rural Residential zoning provisions to the land. These provisions include the Rural Residential Zone Tables of Assessment and would alter the assessment benchmarks for development of the site. Notably, the Reconfiguring a Lot Code identifies a minimum lot size of 4,000m<sup>2</sup> for the Rural Residential Zone, compared to 60ha for the Rural Landscape Zone.

#### *Reconfiguring a Lot*

The Reconfiguring a Lot proposes subdivision of one (1) lot into four (4) lots and four (4) reciprocal access easements. Two (2) driveways are proposed within the easements (i.e. one driveway, shared between two lots) to provide access to Staatz Quarry Road for all lots. Each lot will be connected to electricity, telecommunications & reticulated water and will be provided with sufficient area to accommodate an on-site effluent disposal system (to be constructed as part of future development).

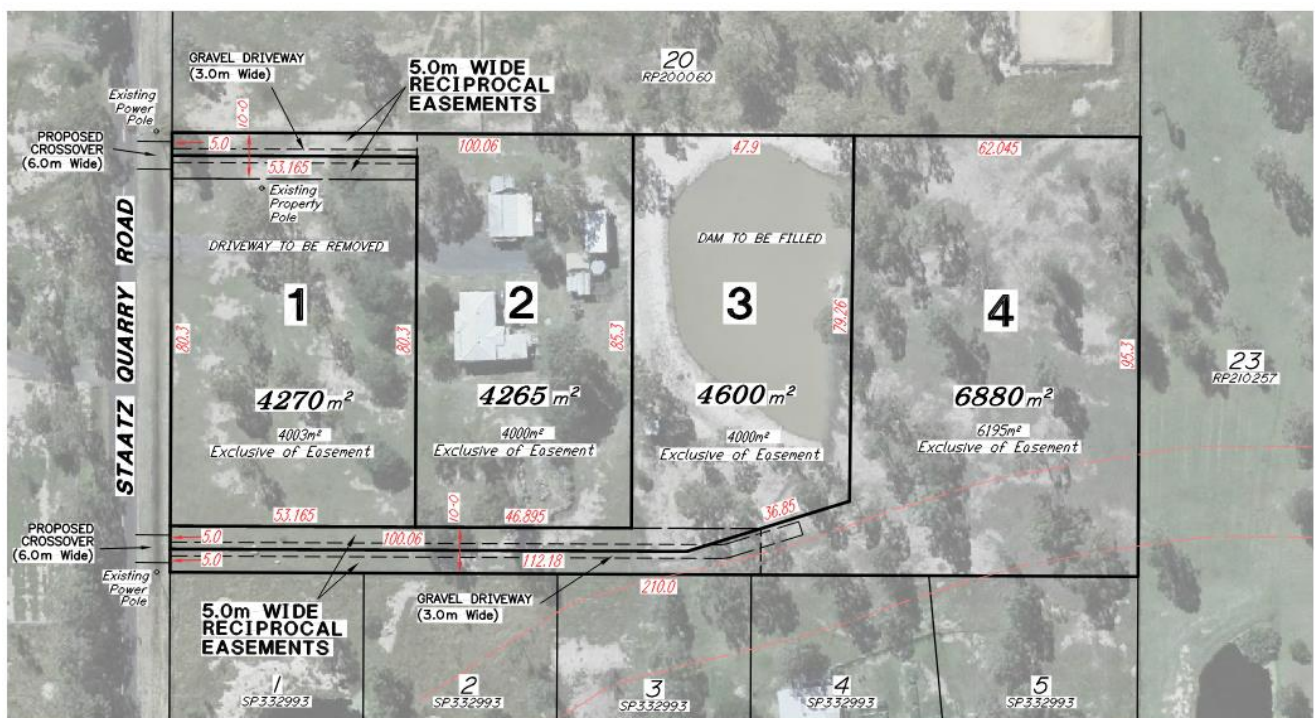
According to the application material, proposed lots 3 and 4 will include the existing dam located on the

premises. The dam is intended to be filled as part of future works to facilitate development further development on the lots. The filling will constitute assessable development and cannot occur without a Development Permit for Operational Works.

The existing Dwelling House and ancillary structures on the premises will be wholly contained within Lot 2.

The following table provides the key development particulars of the proposal:

RECONFIGURING A LOT	DEVELOPMENT PARAMETERS
<b>Number of Proposed Lots</b>	Four (4)
<b>Area of Proposed Lots (exclusive of access handles)</b>	Lot 1: 4,003m <sup>2</sup> Lot 2: 4,000m <sup>2</sup> Lot 3: 4,000m <sup>2</sup> Lot 4: 6,195m <sup>2</sup>
<b>Easements</b>	Four (4) reciprocal access easements. The easement arrangement will enable a single, shared driveway to be constructed for proposed lots 1 & 2 and another shared driveway to be constructed for proposed lots 3 & 4.



**Figure 2.** Proposed Subdivision Plan.

## PLANNING ASSESSMENT

### Preliminary Approval including Variation Request to Vary the Effect of the Laidley Shire Planning Scheme 2003

According to the *Planning Act 2016*, an application for a Variation Request must be assessed against the following:

PLANNING ACT ASSESSMENT PROVISIONS	OFFICER ASSESSMENT
(a) the result of the assessment of that part of the development application that is not the variation request; and	<p>The Variation Request was submitted in conjunction with a Development Permit for Reconfiguring a Lot. A detailed assessment of the Reconfiguring a Lot component is provided in this report – refer to section ‘Development Permit for Reconfiguring a Lot’.</p> <p>The Variation Request is compatible with the development application for Reconfiguring a Lot and necessary to ensure that the assessment framework for future development aligns with the development outcome.</p> <p>For example, Agriculture and Animal Husbandry are exempt development in the Rural Landscape Area; however would not necessarily be appropriate uses when the land is subdivided.</p>
(b) the consistency of the variations sought with the rest of the local planning instrument that is sought to be varied; and	<p>The Variation Request seeks to vary the effect of the <i>Laidley Shire Planning Scheme 2003</i> by applying the Rural Residential zoning provisions to the land. These provisions include the Rural Residential Zone Tables of Assessment and the assessment benchmarks that future development would be assessed against.</p> <p>Given that the Variation Request does not seek to alter the actual Rural Residential zoning provisions or any of the assessment benchmarks contained within the Planning Scheme, it is considered that the variation is consistent with the rest of the local planning instrument.</p>
(c) the effect the variations would have on submission rights for later development applications, particularly considering the amount and detail of information included in, attached to, or given with the application and available to submitters; and	<p>The development application for the Variation Request was accompanied by a Planning Report and supporting documentation (such as Site Plans) that clearly identified the purpose of the Variation Request and the intended subsequent development (being the Reconfiguring a Lot).</p> <p>Development for Reconfiguring a Lot is subject to code assessment in both the Rural Landscape Zone and the Rural Residential Zone. The proposed variation will change the level of assessment for certain uses from impact assessment to code assessment. However, none of these uses are included in the development application or identified as the purpose of the proposed subdivision.</p> <p>The development application, in totality, was available for public viewing on Council’s eTrack system. Additionally, the</p>

	<p>development application was publicly notified in accordance with the Planning Act 2016 &amp; Development Assessment Rules and invited the community to view the proposal and provide comments to Council.</p> <p>On this basis, it is considered that the effect of the variation would not have a detrimental impact on submission rights for later development applications.</p>
<b>(d) any other matter prescribed by regulation.</b>	<p><u>South East Queensland Regional Plan 2023</u></p> <p>The development site is identified within the Rural Living Area of the South East Queensland Regional Plan 2023. The intent of this land use category is to consolidate rural residential development in suitable locations for housing and lifestyle choices whilst limiting the impacts of its inefficient use of land on other values, functions and opportunities in SEQ.</p> <p>The Variation Request seeks to vary the effect of the Laidley Shire Planning Scheme 2003 by applying the Rural Residential zoning provisions to the land. The Rural Residential zoning is consistent with the objectives for the Rural Living Area as stated in the South East Queensland Regional Plan 2023.</p> <p><u>State Planning Policy 2017</u></p> <p>The development site is mapped within several State Interest areas of the SPP, notably Biodiversity, Water Quality and Natural Hazards, Risk &amp; Resilience.</p> <p>The Variation Request seeks to vary the effect of the Laidley Shire Planning Scheme 2003 by applying the Rural Residential zoning provisions to the land. It is not considered that establishing Rural Residential zoning over the premises would fetter the ability for future development to comply with the intents of the State Interests of the SPP.</p> <p><u>Temporary Local Planning Instrument 2022 Flood Regulation</u></p> <p>The Variation Request seeks to vary the effect of the Laidley Shire Planning Scheme 2003 by applying the Rural Residential zoning provisions to the land.</p> <p>Whilst the development site is identified as containing 'indicative flooding', overland flow paths, and a dam, the Variation Request will not prejudice the ability for future development to comply with the assessment benchmarks of the TLPI.</p>



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**Development Permit for Reconfiguring a Lot*****Laidley Shire Planning Scheme 2003***

The Reconfiguring a Lot is identified as Code Assessable under the *Laidley Shire Planning Scheme 2003*. Accordingly, development application requires assessment against the following codes:

- Rural Areas Code
- Reconfiguring a Lot Code
- TLPI Flood Hazard Overlay Code

**Assessment against Planning Scheme Codes****Zone Codes*****Rural Areas Code***

The site is in the Rural Landscape Zone. The overall outcomes for the Rural Areas include: “Residential (including Rural Residential) development occurs where there is no adverse impact on Good Quality Agricultural Land.” Neither the site nor the surrounding land is identified as Good Quality Agricultural Land in the *Laidley Shire Planning Scheme 2003* or the State Planning Policy and rural-residential style living is the predominant land use. Furthermore, the locality has been fragmented by rural residential development, particularly between Primrose Place (approximately 200m to the north) & Calendula Court (directly adjoining the south). Due to the emerging rural residential character of the area and the size of the development site, it is considered that the land has limited potential to be used for agricultural purposes. Therefore, the application is considered to present the best use of the land and a logical location for the creation of a small number of new rural residential lots.

**Development Codes*****Reconfiguring a Lot Code***

The Reconfiguring a Lot Code seeks subdivisions that:

- are safe & convenient and offer cost-efficient infrastructure;
- avoid fragmentation and ad-hoc development of land;
- provide for an interconnected public open space network that meets requirements for pedestrian & cyclist connectivity and outdoor recreation & social activities; and
- protects the natural environment and biological habitat corridors.

The proposed subdivision does not comply with the minimum lot sizes prescribed for the Rural Landscape Zone (the minimum lot size being 60ha). However, the Variation Request included as part of the common material seeks to establish rural residential provisions over the site which would effectively establish a minimum lot size of 4,000m<sup>2</sup>. As such, the Variation Request would realign the assessment framework in such a way that the proposed development outcome would become compliant with the Reconfiguring a Lot Code.

Noting the above, the proposed development also presents an extension to the existing rural residential area, with particular reference to similar subdivisions at Primrose Place & Calendula Court. Due to the existing nature of the locality, it is not considered that the development of a small number of new rural residential lots will result in fragmentation of the land nor ad-hoc development of land. Additionally, due to the provision of infrastructure within the development area, it is considered that the proposed subdivision is both logical and cost-efficient.

According to Council’s Planning Scheme mapping, the development site is not identified as containing ecological significance or as forming part of a habitat corridor. Further, the development site is not within an



area that contains footpaths or forms part of an interconnected public open space network. As such, it is not considered required nor reasonable for footpaths or open space to be provided as part of this four (4) lot subdivision.

Conditions are recommended to be imposed requiring all lots to be connected to electricity, telecommunications and water. Sufficient area exists on each proposed allotment to accommodate an on-site effluent disposal system as part of future development.

### Temporary Local Planning Instrument 2022 Flood Regulation (TLPI)

The premises is affected by the Flood Hazard Overlay of the *Temporary Local Planning Instrument 2022 Flood Regulation* (TLPI). Council's latest defined flood level (DFL) does not identify a specific flood level for the premises, however, identifies the site as containing 'indicative flooding', overland flow paths, and a dam (refer to figure below).



**Figure 4.** Defined Flood Level Depth mapping (Source: LVRC Flood Information Portal)

The dam is proposed to be filled as part of future development on the allotments. Additionally, the layout had been amended throughout the assessment process to ensure an access can be provided outside of the Indicative Flooding area.

Review by Council's Engineer provides that the impacts of the subdivision and subsequent filling of the dam are acceptable. Further, Council's Engineer has confirmed that the access arrangement is acceptable on the basis that conditions are imposed requiring the driveways to be sealed with two-coat bitumen. On this basis, it is considered that the application complies with the Flood Hazard Overlay Code.

### Draft Lockyer Valley Planning Scheme

Pursuant to the draft *Lockyer Valley Planning Scheme*, the site is located in the:

- Rural Residential Zone
- Overlays:
  - Biodiversity Overlay (Ecological Areas & Wetland Habitat)
  - Flood Hazard Overlay
  - Steep Land Overlay
  - Waterways and Water Resource Catchment Overlay (Ecosystems & Water Resource Catchment)
  - High Risk Soils Overlay
  - Minimum Lot Size Overlay (2ha minimum)

The proposed development does not fundamentally cut across a planning intent expressed in the Draft Planning Scheme.

## STATE PLANNING REQUIREMENTS

### South East Queensland Regional Plan 2023 (ShapingSEQ)

The site is located in the Rural Living Area of the ShapingSEQ Regional Plan. The intent of this land use category is to consolidate rural residential development in suitable locations for housing and lifestyle choices whilst limiting the impacts of its inefficient use of land on other values, functions and opportunities in SEQ.

At the time of assessing the proposed subdivision application, Council has not yet undertaken structure planning with this catchment area which would inform the character of the area in regard to character & built form (including the ultimate minimum lot size) and identify constraints, infrastructure & values of the area. Notwithstanding, it is considered that the subdivision is appropriately located due to the following:

- a Variation Request was submitted as part of the common material. This Variation Request seeks to establish rural residential provisions over the site and to align the assessment benchmarks to be consistent with the subdivision. The Variation Request is considered to be acceptable and as such, the subdivision is consistent with the Variation Request;
- the site is within close proximity of similar development, noting comparable subdivisions at Primrose Place & Calendula Court;
- the development is a logical expansion of existing development and represents cost-efficient infill development;
- the development will not result in the growth of the rural residential development footprint;
- the site is located within close proximity to Lockrose (north) and the commercial centre of Plainland (south);
- the site has frontage to a higher-order road (being Staatz Quarry Road);
- the development is able to be connected to and be provided with all services anticipated from development of this nature; and
- the development has been designed to consider the natural hazard (flooding) identified on the premises and therefore, reduces risk to people and property to an acceptable level.

On this basis, it is considered that the development satisfies the Shaping SEQ Regional Plan.

### State Planning Policy (SPP)

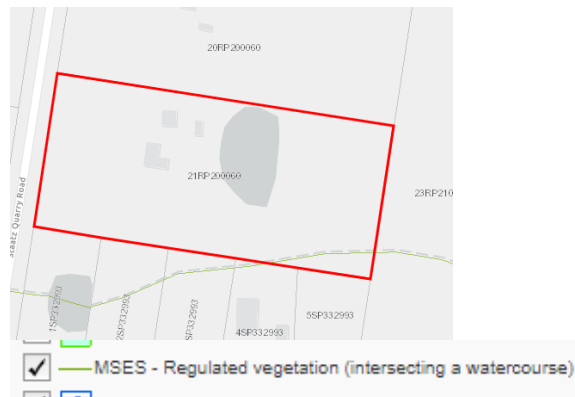
<b>SPP THEME</b>	<b>ASSESSMENT</b>
<b>Liveable communities and housing:</b> <ul style="list-style-type: none"> <li>• Housing supply and diversity</li> <li>• Liveable communities</li> </ul>	Not applicable to proposed development.
<b>Economic Growth:</b> <ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Development and construction</li> <li>• Mining and extractive resources</li> <li>• Tourism</li> </ul>	Not applicable to proposed development.

**Environment and heritage:**

- Biodiversity
- Cultural heritage
- Water quality

**Biodiversity**

The development site is identified as containing a Matter of State Environmental Significance – vegetation intersecting a watercourse:



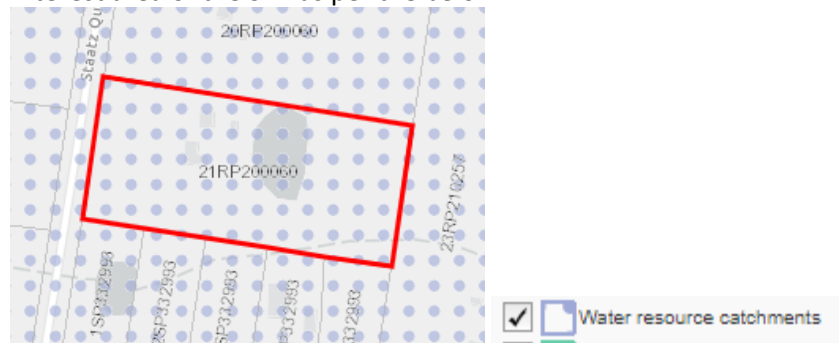
The purpose of the Biodiversity State Interest is to ensure matters of environmental significance are valued and protected matters, and to maintain or enhance the health and resilience of biodiversity to support ecological processes.

The mapped area of regulated vegetation is located within the south-eastern quadrant of the site, aligning with the mapped overland flow path through the site. The remainder of the site is sparsely vegetated and is not mapped regulated vegetation.

According to the application material, the mapped area is wholly contained within proposed Lot 4. It is unlikely that this area will be impacted by works associated with the subdivision and therefore, the biodiversity values of the site will not be impacted. Additionally, sufficient area exists on the proposed allotment to locate future development away from the mapped vegetation. As such, it is considered that the development complies with this State Interest of the SPP.

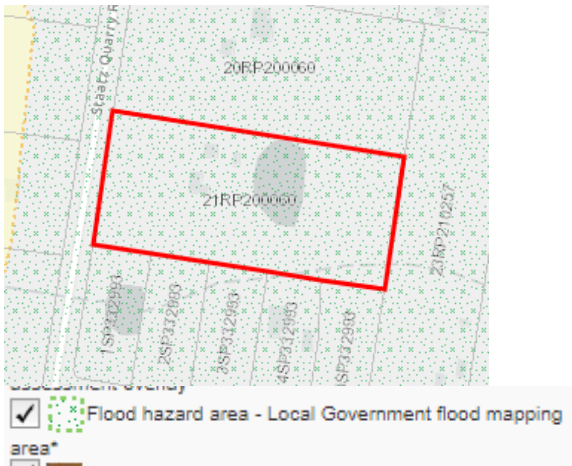
**Water Quality**

The development site is identified as being within the Water Quality State Interest area of the SPP as per the below:



The purpose of the Water Quality State Interest is to protect and enhance the environmental values and quality of Queensland waters.

The development proposes a one (1) lot into four (4) lot subdivision with

	<p>four (4) reciprocal access easements. It is considered that the biggest potential for adverse impacts to water quality will occur during the construction of the proposed driveways. To mitigate any possible erosion and sediment impacts, conditions have been recommended to be imposed to ensure that controls will be implemented during construction to minimise erosion and sediment pollution. Accordingly, it is considered that the application is able to comply with this State Interest of the SPP.</p>
<p><b>Safety and resilience to hazards:</b></p> <ul style="list-style-type: none"> <li>Emissions and hazardous activities</li> <li>Natural hazards, risk and resilience</li> </ul>	<p>The development site is identified as being within the Natural Hazards, Risk and Resilience State Interest area of the SPP as per the below:</p>  <p>The purpose of the Natural Hazards, Risk and Resilience is to avoid or mitigate the risks associated with natural hazards, including the projected impacts of climate change, to protect people and property and enhance the community's resilience to natural hazards.</p> <p>The development site contains overland flow paths which, according to Council's latest Defined Flood Levels (DFL), are identified as being prone to 'indicative flooding'. However, the flood depth has not been specified. Notwithstanding, the application is considered to minimise the hazard to people and property by providing access to each allotment outside of the mapped hazard areas. This will also assist in the response and recovery of emergency services.</p> <p>It is noted the application material suggests that the existing dam on the site will be filled. It is further noted that these works could alter the flood hazard profile of the property. Whilst the filling impacts were not addressed as part of this application, the works constitute assessable development in accordance with Council's <i>Temporary Local Instrument 2022 Flood Regulation</i>. Therefore, a development application will be required to be submitted to Council to demonstrate that the earthworks comply with the outcomes of the TLPI.</p> <p>Accordingly, it is considered that the development complies with this State Interest of the SPP.</p>
<p><b>Infrastructure:</b></p> <ul style="list-style-type: none"> <li>Energy and water supply</li> <li>Infrastructure</li> </ul>	<p>Not applicable to proposed development.</p>

integration <ul style="list-style-type: none"> <li>Transport infrastructure</li> </ul>	
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## REFERRALS

### Internal

The application was internally referred to Council's engineer. Relevant conditions have been included in the recommendations.

### External

#### *Planning Regulation 2017 Referrals*

The application did not trigger referral under the *Planning Regulation 2017* (Planning Regulation).

## INFRASTRUCTURE CHARGES

In accordance with section 13 of the *Lockyer Valley Adopted Infrastructure Charges Resolution (No. 7) 2023*, a levied charge is applicable to the development proposal and has been calculated as shown in the below table taking into consideration any applicable credits or offsets. An infrastructure charges notice is recommended to be issued.

Charge Type	Demand Unit	No. of Demand Units	Rate	TOTAL
<b>PROPOSED DEMAND</b>				
Charge	New Allotment	4	\$13,764.86	\$55,059.44
TOTAL PROPOSED DEMAND				\$55,059.44
<b>EXISTING DEMAND</b>				
Credit	Existing Allotment	1	-\$13,764.86	-\$13,764.86
TOTAL EXISTING DEMAND CREDIT				-\$13,764.86
<b>TOTAL AMOUNT PAYABLE</b>				<b>\$41,294.58</b>

## TRUNK INFRASTRUCTURE

The development is adequately serviced by trunk infrastructure and does not require any additional trunk infrastructure or upgrades of trunk infrastructure. Further, no trunk infrastructure upgrades are identified in Council's Local Government Infrastructure Plan (LGIP).

## PUBLIC NOTIFICATION

The Variation Request was impact assessable and as a result, the entire application was publicly notified for a minimum 30 business days between 10 January 2024 and 23 February 2024. On 28 February 2024, Council received the notice of compliance confirming public notification has been carried out in accordance with the requirements of the *Planning Act 2016*. No properly made submissions regarding the proposed development were received.

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## CONCLUSION

The proposal:

- Will create a small number of additional rural residential lots in a location that is not identified as Good Quality Agricultural Land;
- Is within close proximity to similar development, noting comparable subdivisions at Primrose Place & Calendula Court;
- Will not require any infrastructure upgrades to support the development;
- Will not result in the degradation or fragmentation of Good Quality Agricultural Land (GQAL) which supports the regions rural economy;
- Achieves achieve compliance with the Rural Residential Zone provisions of the Planning Scheme and State planning requirements through the imposition of development conditions.

It is therefore recommended the development application be approved subject to conditions in accordance with section 60 of the *Planning Act 2016*.

### Options

1. Approved the development application subject to reasonable and relevant conditions.
2. Approved the development application in part subject to reasonable relevant conditions.
3. Refuse the development application.

### Critical Dates

A decision on the application is due to be made by 24 April 2024 in accordance with the Development Assessment Rules.

### **Strategic Implications**

#### Corporate Plan

Lockyer Planned – A development assessment process that delivers quality development that is consistent with legislation, best practice and community expectations.

#### Finance and Resource

Should the decision be contested in the Planning and Environment Court financial implications may occur.

#### Legislation and Policy

The application has been assessed in accordance with the requirements of the Planning Act 2016. Legal implications arising from the recommendation provided in this report are that the applicant and/or submitters may appeal the decision to the Planning and Environment Court

#### Risk Management

The application has been assessed in accordance with the *Planning Act 2016*. Any risks have been mitigated through assessment of the application in accordance with legislative requirements and the recommendation of reasonable and relevant conditions.

### **Attachments**

1 [↓](#) Plan of Reconfiguration 1 Page

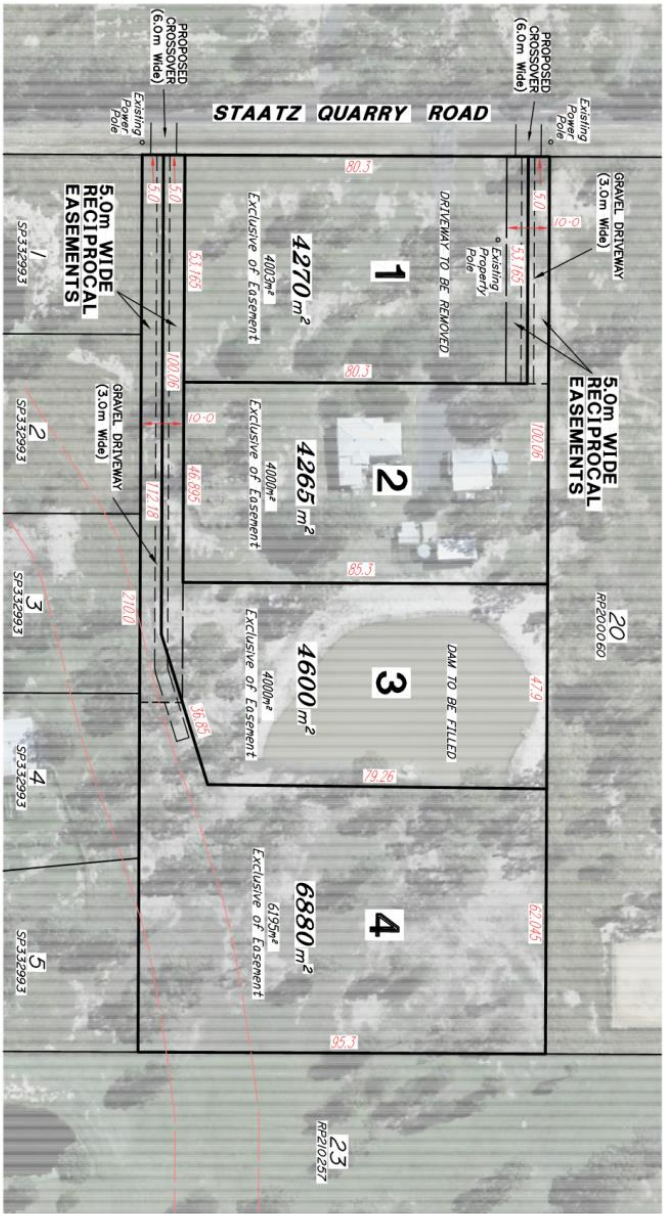




318 Grantham Winwill Road  
WINWILL QLD 4347  
ABN 61 601 370 203  
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OVERLAND FLOW PATH



RECONFIGURATION OF A LOT PLAN -  
1 LOT INTO 4 LOTS  
CANCELLING LOT 21 ON RP200060  
(94 STAATZ QUARRY ROAD, REGENCY DOWNS)

LOCAL GOVERNMENT	
LOCKYER VALLEY REGIONAL COUNCIL	
DWG. NO.	REV.
401-02	B

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**13. INFRASTRUCTURE REPORTS**

*No Infrastructure Reports.*

**14. ITEMS FOR INFORMATION****14.1 Chief Executive Officer's Monthly Report - March 2024**

**Author:** Ian Church, Chief Executive Officer

**Responsible Officer:** Ian Church, Chief Executive Officer

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**Purpose:**

This report provides Council with a summary of key operational activities undertaken by the Chief Executive Officer's Group during March 2024.

**This document is for Council's information only.**

**Executive Summary**

The activities covered in this report include Strategic Planning; Internal Audit and Risk; Procurement; Disaster Management; Community Development and Engagement and Advocacy. The Finance function is subject to separate reporting.

**Proposal**

That this report be received and noted.

**Attachments**

[1](#) Monthly Group Report - Executive Office - March 2024 15 Pages



# Executive Office

**MONTHLY GROUP REPORT**  
**March 2024**





## HIGHLIGHTS

Flood Restoration Program Update

Expenditure incurred during and after the three declared events has been substantial and it is important to ensure all eligible costs are reimbursed. The following table provides a snapshot of costs submitted for reimbursement and approved, as at 15 April 2024.

Event/Description	Expenditure	Ineligible Expenditure inc Trigger Points	Approved Amount	Received Amount
Fred Thomas Pedestrian Bridge	\$ 168,434.14	\$ 55,069.53	\$ 216,836.80	\$ 128,644.85
Unsealed Roads Zone 9	\$ 166,711.36	\$ 58,556.82	\$ 234,227.26	\$ 121,241.38
Unsealed Roads Zone 2	\$ 119,463.30	\$ -	\$ 185,977.43	\$ 117,435.82
Unsealed Roads Zone 3	\$ 277,205.72	\$ -	\$ 375,635.52	\$ 296,798.42
Unsealed Roads Zone 1	\$ 302,254.47	\$ 129,831.45	\$ 533,690.10	\$ 201,137.18
Lifitin Bridge	\$ 5,321,257.37	\$ 243,428.00	\$ 5,620,951.60	\$ 3,976,500.24
Unsealed Roads Zone 8 Part 2	\$ 420,819.18	\$ -	\$ 515,749.32	\$ 412,823.61
Unsealed Roads Zone 8 Part 1	\$ 545,786.13	\$ -	\$ 641,853.47	\$ 528,539.28
Unsealed Roads Zone 8 Part 3	\$ 322,288.26	\$ -	\$ 298,006.79	\$ 351,198.63
Sealed Roads Zones 1,2, and 3 Submission 1	\$ 348,058.40	\$ -	\$ 542,704.28	\$ 332,127.36
Unsealed Roads Zone 10 - Part 1	\$ 511,678.21	\$ -	\$ 686,821.75	\$ 486,378.58
Old Laidley Forest Hill Road CH 1800 - (Betterment and REPA)	\$ 111,916.34	\$ 6,000.00	\$ 263,006.16	\$ 108,366.42
Unsealed Roads Zone 4 - Part 1	\$ 711,991.74	\$ -	\$ 867,359.19	\$ 676,870.28
Unsealed Roads Zone 4 - Part 2	\$ 937,410.79	\$ -	\$ 1,121,366.34	\$ 891,500.37
Unsealed Roads Zones 11-18	\$ 134,234.01	\$ -	\$ 129,406.86	\$ 116,466.17
Woolshed Creek Road Floodway CH 400	\$ 350,818.24	\$ 5,767.74	\$ 339,694.04	\$ 305,724.64
RCP and RCBC Desilting and Clean Outs	\$ 175,617.05	\$ -	\$ 184,537.83	\$ 166,084.05
East Egypt Road Landslip	\$ 3,189,273.44	\$ -	\$ 2,686,968.29	\$ 2,418,271.46
Berlin Road Landslip	\$ 3,379,739.46	\$ -	\$ 3,383,967.35	\$ 3,045,570.62
Sealed Roads Zone 9	\$ 264,021.57	\$ -	\$ 434,114.94	\$ 266,039.10
Sealed Roads Zone 5	\$ 358,414.54	\$ -	\$ 621,788.32	\$ 319,223.82
Adare Road Floodway	\$ 278,518.01	\$ -	\$ 183,830.62	\$ 165,447.56
Guardrail Restoration	\$ 196,101.41	\$ -	\$ 232,393.50	\$ 184,437.15
Sealed Roads Zone 4	\$ 212,578.19	\$ -	\$ 303,114.17	\$ 162,023.81
Sealed Roads Zone 3	\$ 179,217.12	\$ -	\$ 329,842.84	\$ 173,332.68
Brightview Road (Betterment and REPA)	\$ 2,117,277.10	\$ 175,000.00	\$ 2,185,115.98	\$ 655,534.79
Sealed Roads Zone 11 - 18	\$ 177,653.21	\$ -	\$ 257,224.61	\$ 171,115.25
Mountain View Drive Landslip	\$ 496,132.60	\$ -	\$ 1,881,186.56	\$ 823,561.33
Sealed Roads Zone 1 and Town Extras	\$ 684,732.35	\$ -	\$ 1,516,649.55	\$ 661,703.21
East Egypt Road Landslip - Site 3	\$ 1,279,733.97	\$ -	\$ 636,832.46	\$ 573,149.21
Unsealed Roads Zone 5	\$ 789,410.28	\$ -	\$ 1,033,685.01	\$ 759,887.07
Unsealed Roads Zone 6	\$ 1,063,510.16	\$ -	\$ 1,576,557.26	\$ 1,008,706.63
Unsealed Roads - Zone 10 - Part 2	\$ 435,748.49	\$ -	\$ 714,432.10	\$ 414,512.96
Sealed Roads Zone 10	\$ 270,153.52	\$ -	\$ 151,780.62	\$ 136,602.56
Sealed Roads Zone 8	\$ 1,815,824.13	\$ -	\$ 709,970.06	\$ 638,973.05
Unsealed Roads Zone 10 - Part 3	\$ 806,978.42	\$ -	\$ 1,124,600.90	\$ 766,968.33
Sealed Roads Zone 2	\$ 561,466.36	\$ -	\$ 664,940.63	\$ 526,962.45
Sealed Roads Zone 6	\$ 255,619.69	\$ -	\$ 397,137.23	\$ 243,265.60
Sealed Roads Zone 7	\$ 264,369.23	\$ -	\$ 203,539.93	\$ 183,185.94
Unsealed Roads Zone 7	\$ 1,149,768.75	\$ -	\$ 1,365,828.54	\$ 1,123,658.43
Flagstone Creek Road Rockfall	\$ 18,922.19	\$ -	\$ 736,438.78	\$ 220,931.63
Reconstruction of Floodway Approaches (Betterment and REPA)	\$ 744,439.20	\$ 178,000.00	\$ 1,512,733.53	\$ 519,578.18
All Zones Final	\$ 645,491.80	\$ -	\$ 421,447.60	\$ 379,302.84
Steinkes Bridge Railing	\$ 289,430.57	\$ -	\$ 37,886.07	\$ 34,097.46
Flood Gauge Repairs	\$ 21,470.70	\$ -	\$ 23,617.77	\$ 22,888.08
Lifitins Road Floodway Approaches	\$ 32,478.46	\$ -	\$ 104,512.20	\$ 33,842.78
Project Management Expenditure included in all submissions	\$ 1,541,386.67	\$ -	\$ -	\$ -
<b>TOTAL FOR REPA</b>	<b>\$ 34,445,806.30</b>	<b>\$ 851,653.54</b>	<b>\$ 38,189,962.16</b>	<b>\$ 25,850,611.26</b>
<b>TOTAL FOR DRFA PROGRAM</b>	<b>\$ 44,745,206.93</b>	<b>\$ 1,477,863.97</b>	<b>\$ 47,849,543.83</b>	<b>\$ 35,510,192.93</b>

## BUSINESS IMPROVEMENT & STRATEGY

### Audit and Risk Management

The Audit and Risk Management function links to the Corporate Plan by assisting Council with good governance practices and managing corporate risks.

### Audit and Risk Management Committee

The Audit and Risk Management Committee (ARMC) conducted their inaugural ARMC Annual Planning Session with the CEO and Group Managers on Tuesday 12 March 2024. The CEO and each Group Manager presented to ARMC members, covering organisational challenges and opportunities in line with risks. The sessions provided a good opportunity for the ARMC members to engage with Council's leadership team and gain further insight into the specific operational areas of Council.

On conclusion of the Planning Session, the ARMC conducted their first meeting for 2024. Items discussed at the meeting included:

- Reports covering financial performance, ICT and Cybersecurity; Work Health and Safety; Governance and a CEO update.
- Internal audit activity update including status of the 2023-2024 internal audit plan.
- Review of Council's 3-year Internal Audit Plan with particular focus on 2024-25 activities.
- Annual review of the Internal Audit Charter and the performance of Internal Audit.
- External audit update, including Council's 2024 External Audit Plan.
- Audit Register progress update, including commentary on the Auditor-General's Local Government Report 2023.
- Corporate Risk Management Update – status of identification of strategic risks and strategic risk register progress reporting.

### Audit Register Status Update

The following table identifies the number of current active action items on the Audit Register by their level of risk to Council. Follow up reminders and offer of assistance have been made to Council Officers responsible for actioning the outstanding recommendations to improve the completion of the outstanding items.

Review (audit)	Total No of Rec.	Number of Current Active Recommendations by Risk Level				Completed Rec.
		High	Medium	Low	Improve	
Tendered Contract Review	20	0	3	1	1	15
Payroll and Remuneration Processes	10	1	0	0	0	9
Payroll and Vendor Analytics	9	0	1	0	0	8
Lessons Learned from Pandemic	4	1	2	0	0	1
Property Management Review	10	0	2	0	0	8
Disaster Response (On Ground)	14	1	0	0	0	13
Plant and Fleet Utilisation Review	19	2	9	7	0	1

Review (audit)	Total No of Rec.	Number of Current Active Recommendations by Risk Level				Completed Rec.
		High	Medium	Low	Improve	
Environmental Compliance Management	2	0	2	0	0	0
Revenue Management Review	13	0	5	7	0	1
Waste Fees & Levies Review	8	0	0	8	0	0
External Audit Items	9	0	7	1	1	0
<b>Total</b>	<b>118</b>	<b>5</b>	<b>31</b>	<b>24</b>	<b>2</b>	<b>56</b>

The CEO has tasked the Executive Leadership Team with addressing and completing outstanding recommendations on the Audit Register. This action is currently in progress.

#### **2023-2024 Internal Audit Plan Status Update**

Council has engaged O'Connor Marsden and Associates (OCM) to conduct all audits identified on its Internal Audit Plan for completion during 2023-2024.

Preparation of management responses on the findings and recommendations made from the recently completed Fuel Management Review are in progress with the key stakeholders. This review is the second audit identified for completion on Council's Internal Audit Plan for 2023-2024. Work also commenced this month on a review of Council's process for capitalising project expenses, to assist with achieving greater accuracy in costing capital projects. A Terms of Reference, outlining the scope of the review has been approved by the relevant internal stakeholders and the CEO. Supply of documents to OCM for this review has commenced.

#### **Corporate Risk Management and Business Continuity Status Update**

Draft Strategic Risk Treatment Plans for each risk currently included on Council's Strategic Risk Register have been tasked to the Executive Leadership Team to review. These documents were presented and discussed with the Audit and Risk Management Committee at the meeting held on 12 March 2024. At present there are 27 Strategic Risks identified on Council's Strategic Risk Register. A breakdown of these by Risk Category and Group is as follows:

Corporate Risk Category	Total Risks	Executive Office (inc CFO)	P CCS	CRP	Infrastructure
FE1-1 Financial	6	5 (CFO)	1	0	0
FE1-2 Governance	1	1	0	0	0
IA1 – Infrastructure and Assets	2	0	0	0	2
IA2 – Major Projects	1	0	0	0	1
IA3 – ICT capacity and man	3	0	3	0	0
BC1 – Business Continuity	3	2	1	0	0
EC1 – Environment and the Community	3	1	1	1	0
LCL1 – Legal Compliance and Liability	1	0	1	0	0
P1 – Political	2	2	0	0	0



Corporate Risk Category	Total Risks	Executive Office (inc CFO)	P CCS	CRP	Infrastructure
S1 – Staff	2	1	1	0	0
R1- Reputational	0	0	0	0	0
WHS1 – Work Health and Safety	3	0	3	0	0
<b>Total</b>	<b>27</b>	<b>12</b>	<b>11</b>	<b>1</b>	<b>3</b>

Work on the project to develop Council's Business Continuity Framework was put on hold this month to enable staff to focus on preparation of the Election Induction and Onboarding Program. A draft Business Continuity Policy and supporting Framework have been developed and require review to ensure they align with Council's organisational structure and corporate strategies. Once this review has been completed, they will be distributed to the project stakeholders to review and provide feedback. The next phase of the project will work with Council's ICT area to develop ICT specific business continuity plans.

#### **Corporate Planning and Performance Reporting**

The Corporate Planning and Performance Reporting function links to the Corporate Plan by assisting to; "Provide leadership and contemporary management systems that drive a coordinated and connected organisation".

#### **Operational Plan 2023-2024 Performance Reporting**

The third quarter performance report on the Operational Plan 2023-2024 is presented to the April Council Meeting for adoption. This report measures progress towards achieving the goals identified in the Operational Plan 2023-2024.

## PROCUREMENT

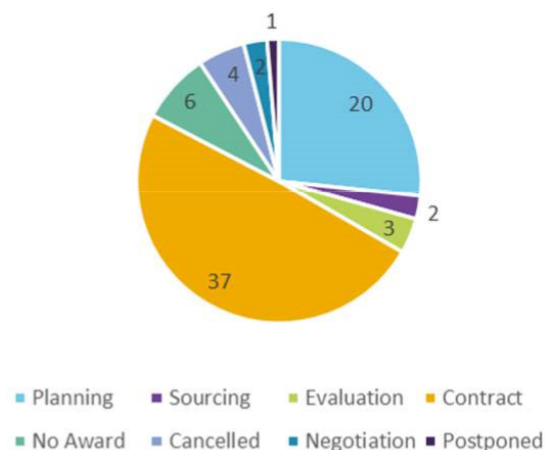
Group	Progress		
Infrastructure Delivery	January 2024	February 2024	March 2024
LVR-23-059 Columbarium Wall Laidley Cemetery	Awarded to Heritage Stonecraft and Design		
LVR-23-060 Lake Dyer Amenities Design & Construction			Variation in progress, updated quote provided 22/3/24
LVR-23-071 Flagstone Creek Road Rockfall Protection Fencing	Evaluation of RFT – closed 7/12/23	Awarded to Bellrise Investments Pty Ltd	
LVR-23-085 Crowley Vale Rd Pavement Repairs	Awarded to Fulton Hogan Industries Pty Ltd		
LVR-23-086 Road Condition Assessment	Awarded to National Transport Research Organisation		
LVR-23-090 Tree Removal	Sourcing RFQ – opened 11/1/24; Evaluation – closed 25/1/24	Awarded to Treebiz Tree Services	
LVR-24-005 Tenthill Creek Road – Design	Sourcing RFQ – opened 31/1/24	Sourcing RFQ – opened 31/1/24	Evaluation of RFQ – closed 1/3/2024
LVR-24-019 Demolition of Lake Dyer Amenities Building		Planning for RFQ process	Planning for RFQ process
LVR-24-020 Woodlands Road – Bitumen Seal			Sourcing RFQ – opened 25/03/2024
LVR-24-021 Woodlands Road – Guardrails			Planning for RFQ process
Infrastructure Fleet	January 2024	February 2024	March 2024
LVR-23-041 Earthmoving Equipment – Backhoe Loader	Sourcing of RFQ – opened 8/1/24; Evaluation of RFQ - closed 25/1/24	Evaluation of RFQ - closed 25/1/24	Awarded to Hastings Deering Australia Pty Ltd
LVR-23-042A Minibus	Evaluation of RFQ - closed 10/8/2023	Evaluation of RFQ - closed 10/8/2023	Awarded Lockyer Valley Ford
LVR-23-043 Mowers - 4 items	Sourcing of RFQ – opened 22/1/24	Evaluation of RFQ – closed 6/2/24	Awarded to RDO Equipment
LVR-23-044 Trucks - 6 items	Evaluation of RFQ – Closed 16/11/23	Awarded to Wideland Group (4 trucks) and Black Truck & Ag (1 truck)	
Waste	January 2024	February 2024	March 2024
LVR-24-016 Material Recycling Services			Planning for Tender process
LVR-24-017 Waste Facilities Supervision			Planning for Tender process
LVR-22-076 Leachate Management Services	Contract negotiation	Contract negotiation	Contract negotiation
LVR-23-033 Scrap Metal Recycling & Related Transport Services	Planning for tender process	Planning for tender process	Planning for tender process
LVR-24-001 Green and Timber Waste Mulching	Planning for tender process	Planning for tender process	Planning for tender process
LVR-24-002 Supply of Material Handling Machine	Planning for tender process	Planning for tender process	Planning for tender process
Community Facilities	January 2024	February 2024	March 2024
LVR-23-072 Management of Lake Dyer Caravan and Camping Ground	Planning for tender process	Planning for tender process	Sourcing of RFT – opened 12/03/2024
Planning and Development	January 2024	February 2024	March 2024

## PROCUREMENT

Group	Progress		
LVRC-23-080 First Nations Land Management Assessments	Evaluation – RFQ closed 15/11/23	Awarded to Wirrinyah Pty Ltd	
LVRC-23-083 Lead Advisor for LVSWs Optimisation Assessment Phase 1	Awarded to Kellogg Brown & Root Pty Ltd		
LVRC-23-084 Lockyer Valley Cultural Heritage Study	Sourcing of RFQ – opened 29/1/24	Evaluation of RFQ – closed 6/3/24	Awarded to Australian Heritage Specialists Pty Ltd
LVRC-23-087 GIS Support	Awarded to Proterra Group		
LVRC-24-008 Laidley Spring Festival Market Coordinator	Planning for RFQ process	Planning for RFQ process	RFQ opened 8/03/24; Evaluation – RFQ closed 22/03/24
<b>Governance and Property</b>	<b>January 2024</b>	<b>February 2024</b>	<b>March 2024</b>
LVRC-24-023 Sale of Childcare Centre			Planning for RFT
<b>Procurement and Stores</b>	<b>January 2024</b>	<b>February 2024</b>	<b>March 2024</b>
LVRC-22-052- Traffic Control Ad-hoc Services	On hold		
LVRC-23-069 Bituminous Product and Services (panel)	Planning for tender release	Sourcing of RFQ – Opened 26/2/2024	Evaluation – RFQ closed 26/3/2024
LVRC-23-075 Trade Services Preferred Supplier Arrangement	Planning for tender release	Planning for tender release	Planning for tender release
LVRC-24-024 Real Estate Services			Planning for tender release
<b>Executive Office</b>	<b>January 2024</b>	<b>February 2024</b>	<b>March 2024</b>
LVRC-22-022 – Corporate Uniforms	Planning for tender process	Planning for tender process	Planning for tender process
LVRC-23-056 Revenue Notice Production	Awarded to Print Mail Logistics		
LVRC-24-014 Flood Warning Operations and Maintenance			Planning for Exception via Council Resolution

PROCUREMENT STAGE	
Planning	20
Sourcing	2
Evaluation	3
Contract	37
No Award	6
Cancelled	4
Negotiation	2
Postponed	1

Chart Title



## Stores Data

OVERALL PURCHASING DATA	January 2024	February 2024 (1st-28th)	March 2024
No of Purchase Orders Generated	50	34	45
Total Value of Purchase Orders Generated	\$253,174.81	\$194,040.00	\$168,364.00
Total Value of Largest Spend to a Single Supplier	\$163,793.88	\$140,865.00	\$124,033.00

INVENTORY DATA	January 2024	February 2024 (1st-28th)	March 2024
No of New Items Added	4	11	14
No of Items made Inactive	0	0	0
Total Number of Inventory Items	1306	1317	1331

JANUARY TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)	
OCWEN ENERGY	\$131,146.00
DELNORTH PTY LTD	\$8,540.40
JNL INDUSTRIES	\$7,884.88
ELDERS	\$6,721.00
HASTINGS DEERING AUSTRALIA	\$4,574.00

FEBRUARY TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)	
OCWEN ENERGY	\$140,865.00
BORAL CONS	\$17,028.00
TAYLOR SAFETY	\$6,647.00
JNL INDUSTRIES	\$6,155.00
TRAFFIC CONTROL SUPPLIES	\$5,856.00
MARCH TOP FIVE SUPPLIER SPEND TOTALS (LARGEST \$ TO LEAST \$)	
OCWEN ENERGY	\$124,033.00
KARREMANN QUARRIES	\$7,700.00
ELDERS	\$7,290.00
JNL INDUSTRIES	\$6,965.00
TAYLOR SAFETY	\$4,423.00



## COMMUNICATIONS



The Communications Team manages a range of media and communications products ranging from media releases and social media posts, to design of posters, signs and fact sheets, to videography and media events, as well as website management. Our primary function is to provide meaningful and timely information to the community on Council decisions, programs and services through a range of mediums.

## EXTERNAL MEDIA

9 MEDIA RELEASES



1 PAID ADVERTS

Compared to March 2023, Council has had a **decrease** of 5 media releases and a **decrease** of 1 paid advert.

## MEDIA ENQUIRIES



1 RADIO



0 TV



4 PRINT



0 OTHER

Compared to March 2023, Council has had a **decrease** of 21 media enquiries.

## ONLINE ENGAGEMENT

38 FACEBOOK POSTS



Reach: 55,900

Shares: 52

Compared to March 2023, Council has had an **increase** of 3 Facebook posts.

7 INSTAGRAM POSTS



Reach: 453

Reactions: 35

Compared to March 2023, Council has had a **decrease** of 25 Instagram posts.

26 X POSTS



Impressions: 84

Shares: 1

Compared to March 2023, Council has had a **decrease** of 10 X posts.

4 LINKEDIN POSTS



Impressions: 2574

Reactions: 80

There is no data for 2023 to compare.

## PAID SOCIAL MEDIA CAMPAIGNS

Paid campaigns help reach new and existing customers, drive engagement, build awareness, and can target specific sub-audiences.

2 PAID POSTS

## CORPORATE DESIGN

25 PROJECTS



72 DESIGNS

Compared to March 2023, Council has had an **increase** of 4 projects and a **decrease** of 8 separate designs.



11 PHOTOSHOOTS

Photoshoots were not recorded in March 2023.

2 INTERNAL



4 EXTERNAL

Compared to March 2023, Council has had the **same** number of internal videos and a **decrease** of 3 external videos.

## CORPORATE WEBSITE

## MOST VISITED WEB PAGES

1. Council Elections
2. Grantham Siren & Flood Cameras
3. Current Vacancies

19,499 TOTAL ACTIVE USERS



Compared to March 2023, Total Active Users has had an **increase** of 6,314 users.

52.43% ENGAGEMENT RATE

Engagement rate was not recorded in March 2023.

## COMMUNITY CONNECT NEWSLETTER

## TOP 3 READ ARTICLES

1. Elders Community Giving Project
2. Disaster Dashboard
3. Council's Major Community Grants

593 Subscribers

47.55% open rate  
(Industry average < 25%)

Compared to March 2023, Council has had an **increase** in the newsletter's open rate by 8.46%. Total Subscribers **decreased** by 1 subscriber.

## FIXED VMS SIGN



6 VMS Activations

- Early Voting Open
- IWD
- Early Voting Open
- Plan for Extra Traffic
- Happy Easter
- Easter Road Safety



## DISASTER MANAGEMENT

## Corporate Plan Action - Disaster Management Framework development and implementation

## Corporate Strategic Planning

Disaster Management has undertaken strategic planning for 2024 including the delivery of Corporate Plan action to develop and implement the Disaster Management Framework.


**Community  
Education External  
Engagement &  
Partnerships**

**Building Inclusive Disaster Resilient Communities (BIDRC) Local Action Group**

Council officers attended a meeting hosted by Queenslanders with Disability Network (QDN) as part of the BIDRC project. BIDRC is grounded in Disability Inclusive Disaster Risk Reduction (DIDRR). DIDRR means making sure that people with a disability have the same opportunity to access emergency preparedness information, to participate in emergency preparedness programs in their community and to be included as a stakeholder in local community emergency planning processes. This project builds on and supports the work already happening in Council and the community.

**Training & Exercises**

**Psychological First Aid**

Psychological first aid is a support activity to assist people impacted by a disaster. Red Cross delivered the training to Council officers which covered psychological first aid principles and dealing with complex situations and reactions. This training will be valuable for all those who might undertake a role in the Evacuation Centre to allow them to best assist those in need.


**Australasian Inter-Service Incident Management System (AIIMS)**

Two Disaster Management staff attended AIIMS training. AIIMS is the national incident management doctrine that provides a universal framework for managing incidents and emergencies. It is the framework used within the Local Disaster Coordination Centre allowing Council staff to work seamlessly with other responding agencies during disaster operations.


**District Disaster  
Management Group**


The scheduled Toowoomba District Disaster Management Group meeting was held on Wednesday 13 March 2024. Council representatives attended and provided a brief on the recent flood operation in January 2024. A discussion was held in regard to Emergency Alerts (EA) and the current review being conducted by the QPS into EA's and the EA's generated by the LVRC LDCC at the recent severe weather event 29 January 2024.

**Flood Intelligence  
System**

The Whiteway Road, Mulgowie School Road and Narda Lagoon camera battery replacements have been completed.



Woodlands Road river height gauge is scheduled for repair on 5 April 2024. The Woodlands Road electronic sign on the eastern bank is awaiting a new part and will be activated manually if needed.

The Mulgowie and Rockside rain gauges are not capturing rainfall data.

#### Incidents/Operations



Nil incidents or operations conducted for this period.

In response to the January 2024 event, Counter Disaster Operations and Reconstruction of Essential Public Assets assistance was activated to assist Council.

Rural Aid is offering financial assistance and free counselling to farmers affected by the November 2023 hailstorm or the December 2023/January 2024 storms or floods that impacted the Lockyer Valley. Primary producers will need to be registered, (if not already), by filling out a short online form at <https://faa.ruralaid.org.au/>.

Rural Aid's qualified counsellors are based across Australia. Rural Aid can connect with farmers via telephone or in person.

Funding of up to \$5,000 is now available for local not-for-profit sport and recreation organisations impacted by the January 2024 floods through the Queensland Government's Sport and Recreation Disaster Recovery Program.

Details of available [Flood Recovery Support](#) can be found on Council's website.

#### State Emergency Service (SES) Monthly Report



The Lockyer Valley SES currently has 30 members with one member on leave and seven probationary members. Active members for each group:

- Forest Hill – 6
- Gatton – 14
- Laidley – 10

SES had no requests for assistance.

All groups participated in capability planning for the coming months including development of training programs.

233 hours were spent in training and development. Sessions provided for members included flood boat training, team building and working safely at heights.

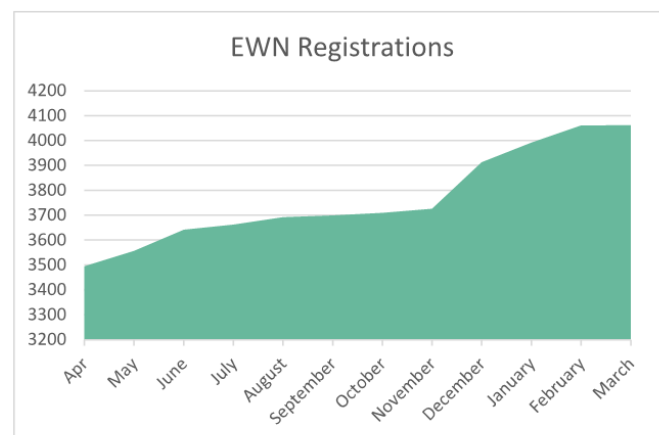
**Disaster Dashboard**

Disaster Dashboard traffic has been steady throughout the month with a slight spike in usage on 27 March. There is a steady number of returning users.

**Early Warning Network**

Subscribers to the Early Warning Network have remained stable over the last month, at 4,062 total registrations.

Residents can register for this free service at EWN or through the [Disaster Dashboard](#).



## COMMUNITY DEVELOPMENT & ENGAGEMENT

**Strategic Priority 1 – Engage with the community to ensure the community's views, values and aspirations inform Council decision-making.**



**3** projects received engagement support in March:

- Social and Community Infrastructure Study
- Woodlands Road roadworks
- Forest Hill Silos mural project

**Strategic Priority 2 – Support community groups to increase their capacity, resilience, and sustainability.**



- Council continues to provide support to community groups and hall committees through the *Community Recovery and Resilience Officer (CRRO) program*, by way of community-led initiatives that increase the resilience and social connectedness of local communities.
- Council hosted a free Grant Writing Workshop for local community groups on Thursday, 14 March, with a focus on increasing grant-writing capacity. The workshop was presented by CPR Group. The event had 46 attendees representing 27 different community groups including sporting groups, community halls, churches, kindergartens and more. The workshop received positive feedback from the attendees, with all acknowledging that they found the session beneficial.



- Council launched Round 2 of the 2023-2024 Major Community Grants Program on 15 March, inviting applications from not-for-profits and community groups. Applications closed on Monday, 15 April.
- Four applicants have received funding through Council's Ambassador Support Program in March. The successful applicants are:
  - Marianne Stewart – 2024 FAI F2D Championships – International Event for Control Line Model Aircraft.
  - Narelle Falkenhagen – UCI BMX World Championships – International Event
  - Jasmine Maher – Queensland Representative School Sport 13-15 and 16-19 years Netball State Titles – State Event.
  - Ethan Gablonski – Australian Men's and Mixed Netball Championships – National Event.
- Ongoing development support for community groups in Lockyer Waters, Grantham and Helidon. These development opportunities have significant potential to boost the everyday resilience of those communities



as well as their capacity to respond to community needs, including at times when their community is disaster impacted.

- The Grantham community group continues to work towards Incorporation and their meeting on 12 March was successful. They continue to plan a number of community-led projects including proposed use of the Grantham Butter Factory and recreation land in Grantham, and signage projects to provide tourist information and a community noticeboard.
- Lockyer Waters Hall Committee Inc has moved forward with areas of governance and has set their Annual General Meeting for Monday, 29 April. Construction of the new Lockyer Waters Hall continues, and the committee is applying for grant funding for furnishings and other equipment for the new hall.
- The Engagement Team continues to liaise with members of the Helidon community to discuss formation of a Helidon community group and how Council might provide support.
- The Engagement Team is liaising with a local volunteer and Lockyer Community Centre to host Migrant Working Rights Sessions. The sessions were held on 23 March and 6 April. The volunteer and participants are supported by a range of refugee and migrant social service organisations including Multicultural Australia, Queensland Program of Assistance to Survivors of Torture and Trauma (QPASTT), Lockyer Community Centre and Queensland Community Alliance.
- Two local sporting groups were supported to successfully secure grant funding from the Queensland Government's Minor Infrastructure and Inclusive Facilities Fund. This grant program provides targeted funding to eligible organisations to help the sport and active recreation industry deliver new, upgraded and end of life infrastructure projects and works. This program was split into two categories:
  - Inclusive and Accessible: projects to support new and upgraded changerooms and amenities that meet universal design principles.
  - Safe Quality and Efficient: projects to support new, upgraded and end-of-life field of play and ancillary facilities to meet activity requirements at a community level.

Congratulations to the following groups:

Organisation	Project Description	Funding Amount
Cahill Park Sports Complex Incorporated	Construct amenities to support rugby league at Gatton	\$337,912
Toowoomba & Lockyer Valley Kart Club Inc.	Construct amenities to support karting at Lockyer Valley	\$240,840

#### My Community Directory: March 2024

Top 5 searched categories	Top 5 most viewed services
1. Sport	1. Lifeline Shop – Crowley Vale
2. Health Services	2. Laidley Crisis Care & Accommodation
3. Community Clubs & Interest Groups	3. Youth Insearch
4. Welfare Assistance & Services	4. Gatton Redbacks Soccer Club
5. Youth Services	5. Laidley Hospital

#### My Community: Services by Sector

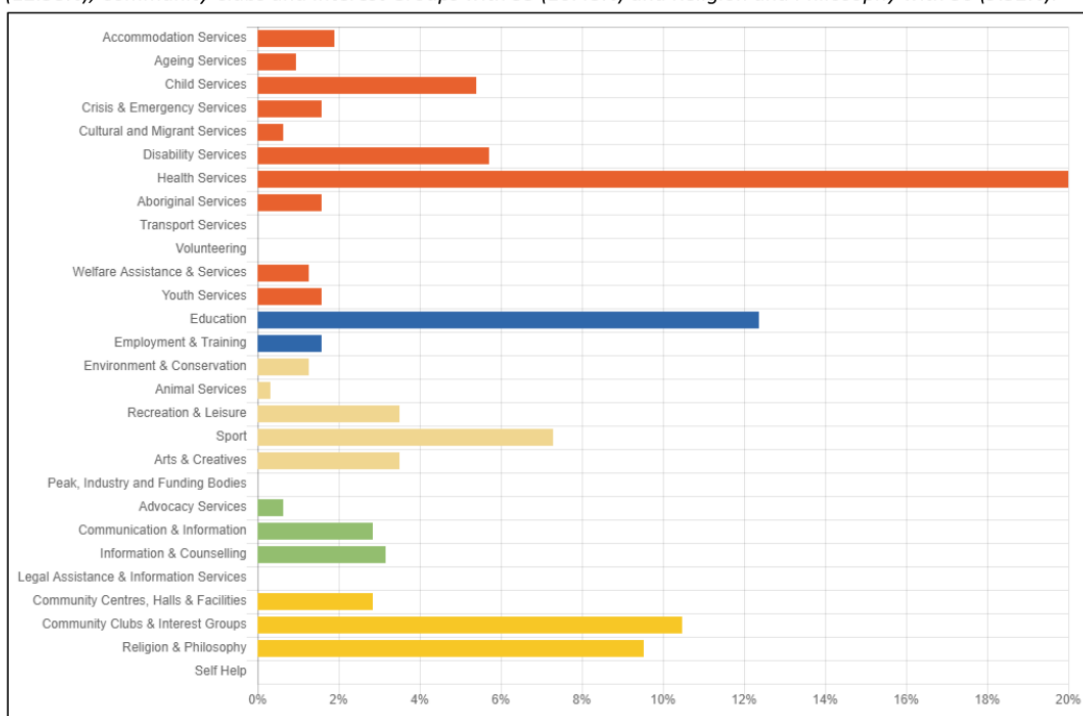
The below chart shows the number of services supporting the Lockyer Valley listed on My Community Directory by sector.



#### My Community: Services by Category

The below graph shows the number of services supporting the Lockyer Valley listed on My Community Directory by category.

Health Services is the most dominant category, with 63 services listed (20.00%), followed by Education with 39 (12.38%), Community Clubs and Interest Groups with 33 (10.48%) and Religion and Philosophy with 30 (9.52%).



As of 1 July 2024, Council will not be renewing its subscription to My Community Directory. My Community Directory and My Community Diary will still be available for the community to use, and existing listings will not be impacted by this change however Council will no longer be able to access statistics and other administrative functions.



*Strategic Priority 3 – Develop and deliver programs, in consultation and collaboration with stakeholders, to promote community wellbeing and resilience, including recovery from adverse events.*



Community recovery and resilience engagement continues through:

- Attendance at the bi-monthly Multicultural BBQ at Littleton Park, Gatton hosted by Lockyer Community Centre. The most recent event was held on 21 March and was reasonably well attended, where a Council officer engaged with several community members. The next event is on Thursday, 23 May.
- As a result of the recent joint meeting of the Lockyer Valley Hall Network and Gatton Committee on the Ageing in February, and identified need in other community organisations, the Engagement Team is planning two more volunteer recruitment and management workshops in June.
- Youth Week started on Monday 8 April with a movie night at the Gatton Shire Hall. Council delivered a Youth Expo on Wednesday 10 April at Ferrari Park in Laidley, with local youth service providers holding stalls and activities. At least 10 providers exhibited at the event, and other major attractions included laser tag and a mobile gaming trailer. A skateboarding jam session was also held at Lake Apex, Gatton on Friday 12 April. The week was very successful with positive feedback and a large number of attendees, estimated at 200.

*Strategic Priority 4 – Strengthen and utilise partnerships with NGOs and government agencies to improve support services and programs for vulnerable members of the community.*



- Council staff met again recently with representatives from the Department of Treaty, Aboriginal and Torres Strait Islander Partnerships, Communities and the Arts. The meeting included discussions regarding support for our region with Reconciliation Week and NAIDOC Week events.
- As noted under the Disaster Management section of this report, ongoing support has been provided to Queenslanders with Disability Network (QDN) for the Building Inclusive Disaster Resilient Communities (BIDRC) project. BIDRC is a funded project and QDN resources reduced in March 2024. The Engagement Team has provided feedback through the CRRO program to QDN, University of Sydney and other agencies about the importance of ongoing resources being available to improve the disaster resilience of people with disability and other vulnerable people.
- The Engagement Team used their resources to assist Narrabri Shire with information on a placemaking project – rain activated artworks.
- Council attended the Colours of the Lockyer Event in Ferrari Park, Laidley on 24 March in a Disaster Preparedness and Community Resilience capacity. The CRRO engaged with 25 community members and 15 people from other stalls and agencies at the event. Most of the attendees were older members of the community and the focus was on Person Centred Emergency Preparedness as well as discussion about access to seniors' support services such as My Aged Care packages. This event was successful, but numbers were down due to wet weather.



#### Community Support Interagencies

Staff are involved in the following networks that aim to identify human and social service gaps and trends, and improve service delivery through strategic networking and partnerships:

- Lockyer Youth Agency Network (LYAN)
  - The next LYAN meeting is scheduled for Tuesday, 28 May at the Lockyer Valley Cultural Centre.
- Lockyer Valley Service Provider Interagency (LVSPI)
  - The most recent LVSPI meeting was in-person at Laidley Sports Complex on 28 March. The meeting was attended by 36 stakeholders, and a Seniors Health and Social Services forum was hosted the same afternoon and attended by 15 stakeholders.
  - Both meetings discussed a range of health and social service issues and provided opportunities for networking and collaboration for attendees. Attendees continue to express the value of in-person meetings.
  - The next meeting will be online via MS Teams on Tuesday, 18 June.



## 14.2 Group Manager People Customer and Corporate Services Monthly Report - March 2024

**Author:** Dan McPherson, Group Manager People, Customer and Corporate Services  
**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

**Purpose:**

This report provides Council with a summary of key operational activities undertaken by the People, Customer and Corporate Services performance group during March 2024.

**This document is for Council's information only.**

## Executive Summary

This report provides Council with a summary of key operational activities undertaken by the People, Customer and Corporate Services Group during March 2024.

## Proposal

That this report be received and noted.

## Attachments

- 1**  Monthly Group Report - People Customer and Corporate Services - March 2024 10 Pages





# People, Customer and Corporate Services

MONTHLY GROUP REPORT  
MARCH 2024



# People, Customer and Corporate Services

## Welcome!

*Congratulations to our Mayor and Councillors!*

*We would like to welcome back our previous Mayor and Councillors, and welcome our new Councillors for the term.*

*We look forward to getting to know you and what you bring to the Lockyer Valley and we look forward to working with you to achieve great things for our Community in the future.*

*Thank you to our People, Customer and Corporate Services Team for all your hard work over the past month it has been a busy one!*



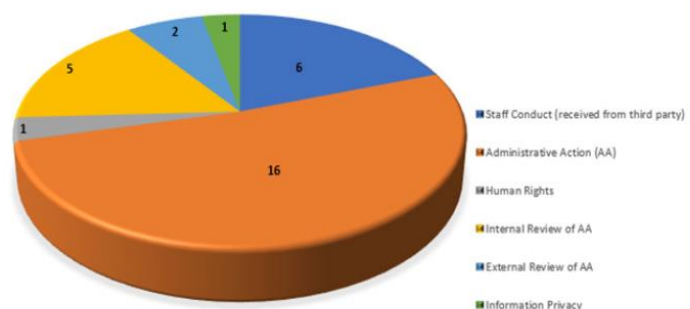


## PEOPLE, CUSTOMER AND CORPORATE SERVICES

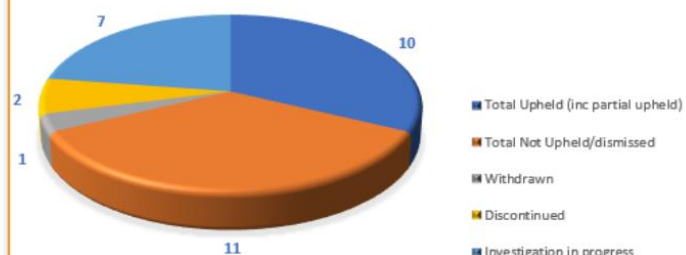
### GOVERNANCE AND PROPERTY

Below is an overview of complaints received through Council's Complaints Management System for the 2023/2024 financial year to the end of March 2024.

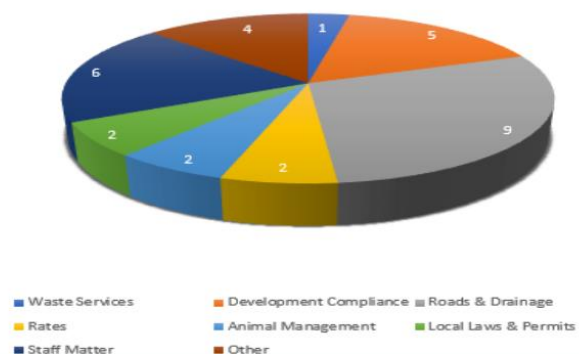
OVERVIEW OF TYPES OF COMPLAINTS RECEIVED DURING 2023/24



COMPLAINTS BY STATUS FOR 2023/24



COMPLAINTS BY SERVICE CATEGORY 2023/24

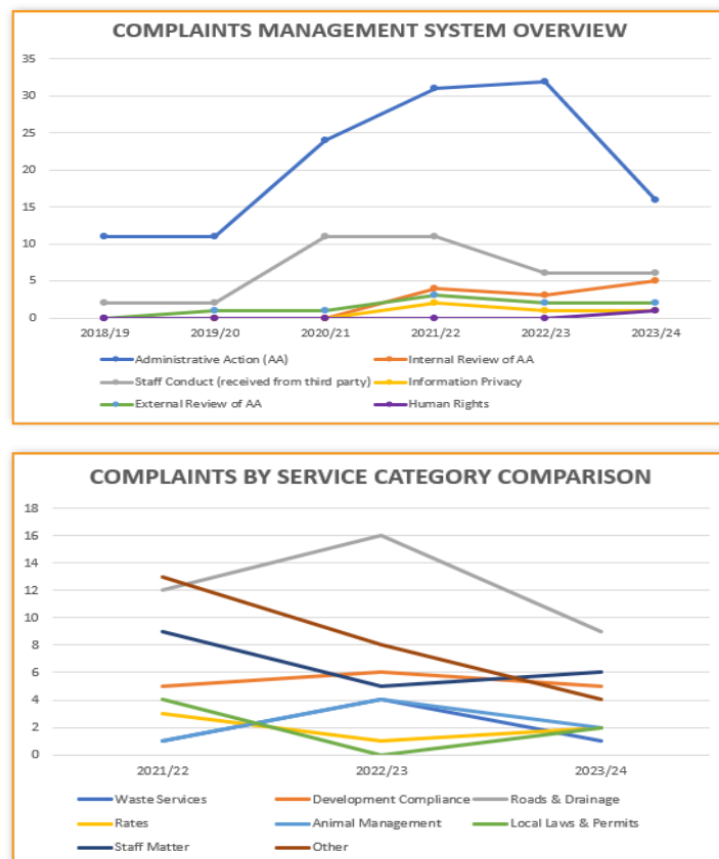


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## GOVERNANCE AND PROPERTY

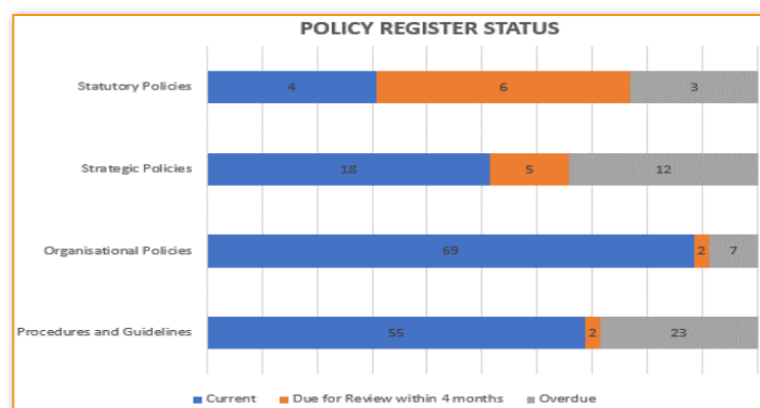
A historical comparison of complaints by type and service category is set out below:



### POLICY REGISTER UPDATE

The following chart provides information on the status of Council's Policies, Procedures and Guidelines as at the end of March 2024. No policies have been reviewed and presented to Council whilst Council has been in caretaker mode.

A number of policies are currently being reviewed as part of the Councillor onboarding and budget processes.



## INFORMATION COMMUNICATION TECHNOLOGY

Efforts are ongoing to achieve maturity within the Essential Eight as part of the Cyber Security Strategy initiative. The strategy, along with the Essential Eight Project Plan, has undergone a thorough evaluation by the Audit & Risk Management Committee, who strongly endorse the management of Cyber Risk.

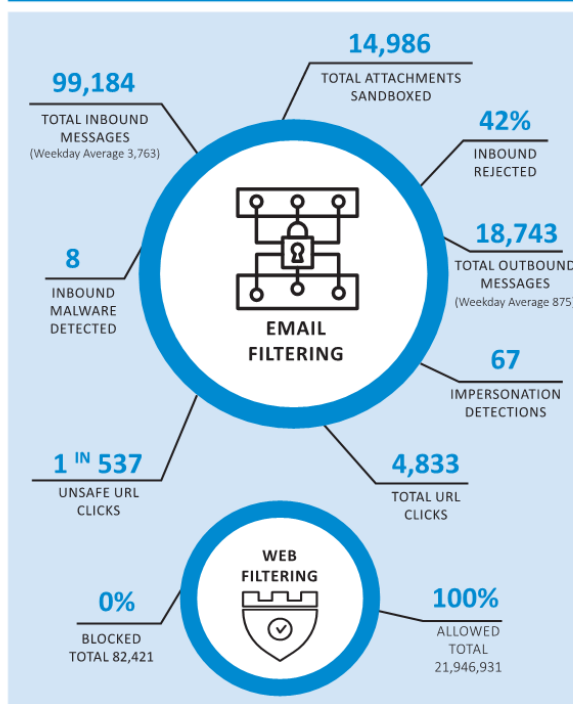
ICT have identified and developed Cyber Security Strategy project plan items for this financial year and ongoing developments into the next financial year.

ICT Staff training plan has been prioritised and finalised for this financial year and continue development for next financial year.

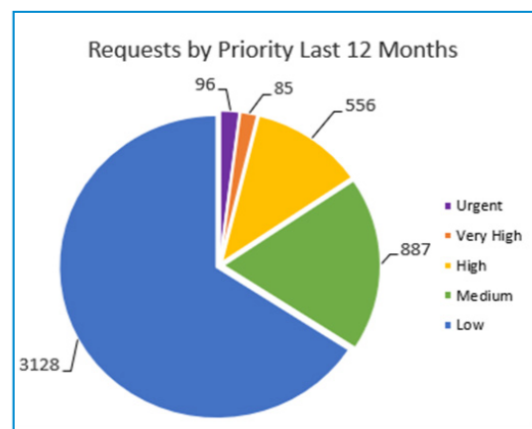
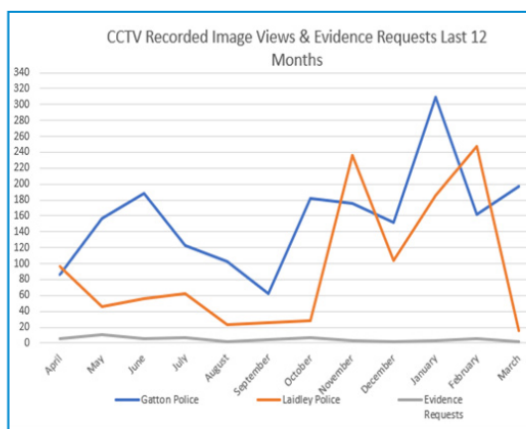
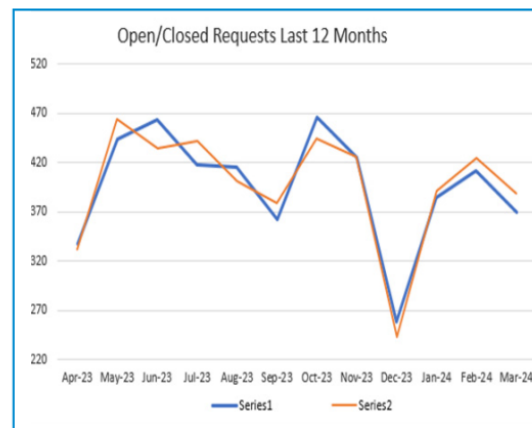
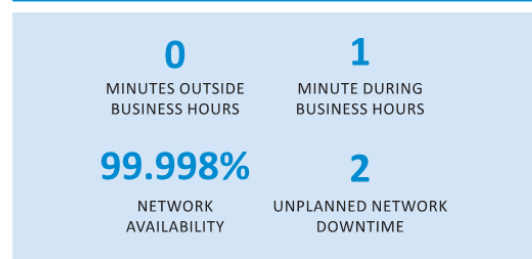
Contact has been made with our TechnologyOne Account Manager to begin scheduled discussions on contract renewal.

And ICT have finalised the setup and distribution of all councillor devices. All councillors and the Mayor were given a brief introduction to their new devices and walked through the process of normal day to day operations for them.

### EMAIL AND WEB PROTECTION



### NETWORK PERFORMANCE



## PEOPLE AND CUSTOMER EXPERIENCE

### ORGANISATION DEVELOPMENT AND PAYROLL

#### FULL TIME EQUIVALENT POSITIONS



#### NUMBER OF EMPLOYEES



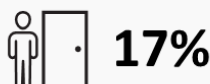
#### RECRUITMENT CAMPAIGNS

**19**  
ACTIVE CAMPAIGNS

#### AVERAGE TIME TO HIRE



#### EARLY TURNOVER RATE



#### VOLUNTARY TURNOVER RATE



#### ABSENTEEISM RATE



#### TRAINING PARTICIPATION RATE



#### TRAINING EVENTS



#### ADVERTISEMENT STAGE

- Library Assistant Casual x2
- Labourer (Operations & Maintenance)
- Coordinator Business Support & Innovation
- Senior Procurement Advisor
- Chief Financial Officer

#### PRE-EMPLOYMENT SCREENING

- Events Officer
- Customer Exp Officer x3
- Payroll Officer
- Business Admin Trainee x5
- Kindergarten Teacher

#### SHORTLISTING STAGE

- Weekend Street Cleaner
- Plumber

#### UNSUCCESSFUL CAMPAIGNS

- Waste Project & Compliance Officer

### CORPORATE TRAINING

- Disaster Management Training - Introduction to Disaster Coordination Centres (Module 1)
- Disaster Management Training - Queensland Disaster Management Arrangements
- Disaster Management Training - Queensland Disaster Management Arrangements Overview
- Governance Compliance Training - Gifts Mandatory
- Governance Compliance Training - Local Government Worker
- Governance Compliance Training - Public Interest Disclosures - Managers and Supervisors
- Governance Compliance Training - Public Interest Disclosures (Mandatory)
- Internal Compliance Training - Corporate Induction (Mandatory)
- Internal Compliance Training - Employee Code of Conduct (Mandatory)
- Internal Compliance Training - Workplace Bullying and Harassment (Mandatory)
- Nationally Recognised Certification - Conduct Civil Construction Excavator Operations (LE)
- Nationally Recognised Certifications - Conduct Civil Construction Wheeled Front End Loader Operations; Conduct Comprehensive Inspection of Park Facilities; Conduct Roller Operations (LR); Conduct Skid Steer Loader Operations (LS); Conduct Visual and Operational Inspection of Park Facilities
- Rehabilitation and Return to Work Coordinator
- Safety Compliance Training - Drug and Alcohol Awareness (Mandatory)
- Safety Compliance Training - Emergency Evacuation Course: General Evacuation (Mandatory); Fire Warden (Emergency Control Team); Work Health and Safety Induction (Mandatory)
- Traffic Management - Implement Traffic Management Plans; Working in Proximity to Traffic Awareness Part 1; Working in Proximity to Traffic Awareness Part 2
- Verifications of Current Competency – Backhoe; Excavator; Grader; Road Roller; Skid Steer; Wheeled Front End Loader.

## INFORMATION MANAGEMENT

### PROJECT UPDATES

#### DISPOSAL OF PHYSICAL RECORDS

The project continues with the assessment and disposal of Council records and during the month, the Information Management team scanned and registered over 90 archived files and large documents that will be approved for the destruction of the physical record. The scanning work combined with the ongoing processing of other records is steadily decreasing the number of cartons in storage and the associated storage and retrieval costs.

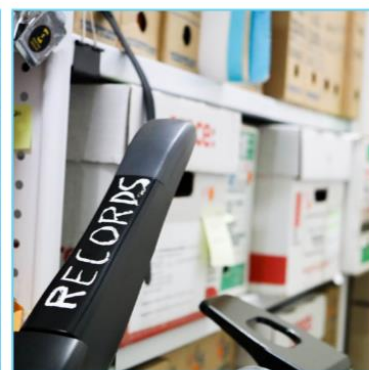
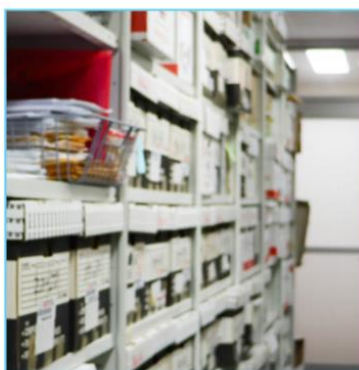
During March, another eight cartons were authorised for destruction. In addition, further quantities of more recent physical documents and files were finalised for disposal in accordance with our approved auditing processes, eliminating any long-term costly storage of these records.

### INFORMATION MANAGEMENT SNAPSHOT

	March 2024	Year to date
Mail/Email items processed	1,798	5,399
Requests for files/boxes	19	102

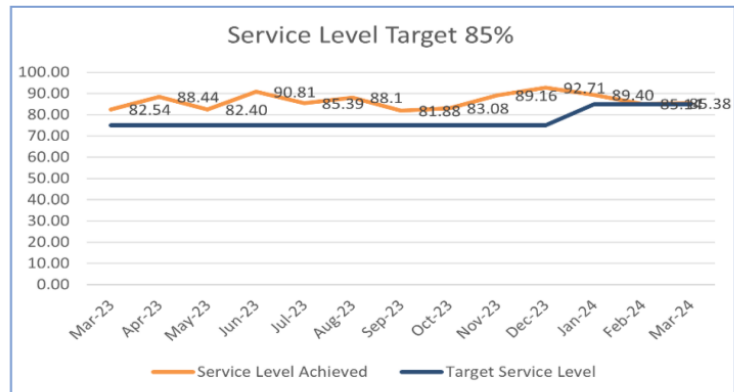
### RIGHT TO INFORMATION APPLICATIONS

	2024	2023	2022	2021	2020	2019	2018
Number of applications received	4	13	9	14	10	2	8



## CUSTOMER EXPERIENCE

### CALLS HANDLED BY MONTH



### TOTAL WEB CHATS

**71**

INCREASE OF 8 FROM LAST MONTH.

### TOTAL eREQUESTS

**613**

DECREASE OF 216 FROM LAST MONTH.

### QGAP

**51.82**

Total time taken for all transactions

### WEBCCHAT HANDLING TIME

**9:42** MINUTES

DECREASE OF 25 SECONDS FROM LAST MONTH.

### TOTAL RECEIPTS

**206**

INCREASE OF 68 RECEIPTS FROM LAST MONTH.

### TOTAL CRM RECEIVED

**1,143**

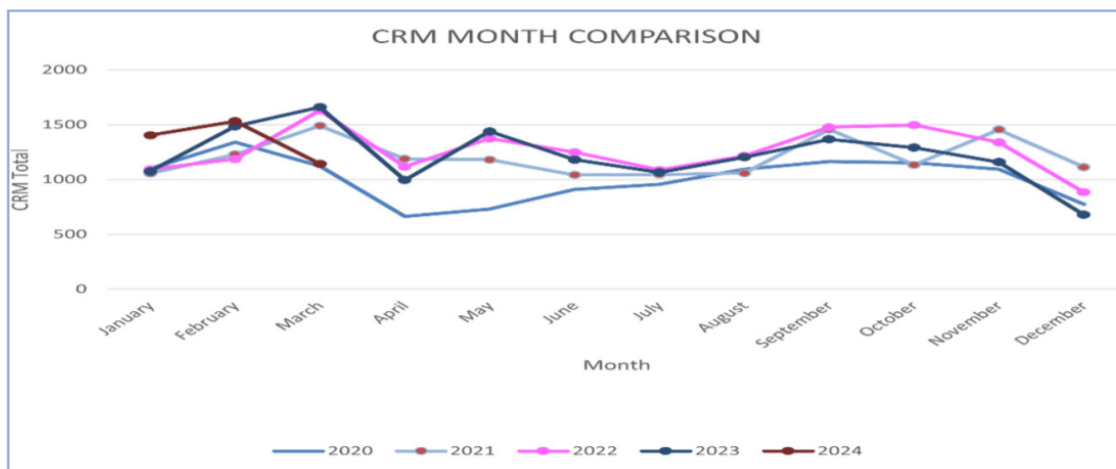
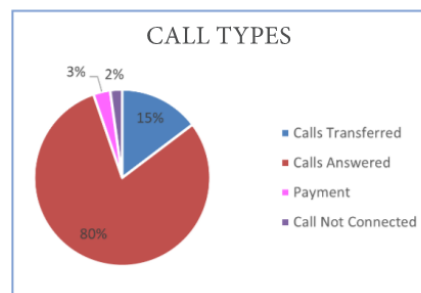
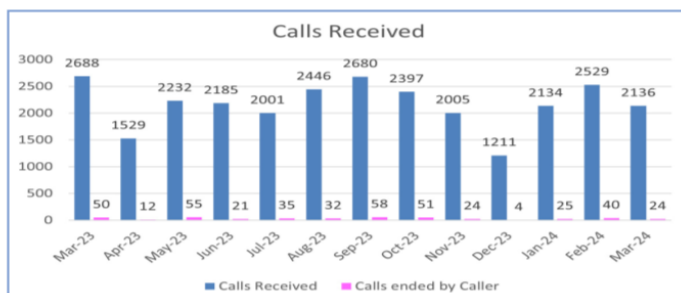
DECREASE OF 389 FROM LAST MONTH.

**300**

Total number of transactions

**10.36**

Total average time for all transactions



## WORK HEALTH AND SAFETY

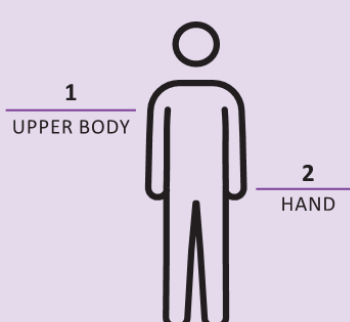


### MEASURING OUR SAFETY PERFORMANCE

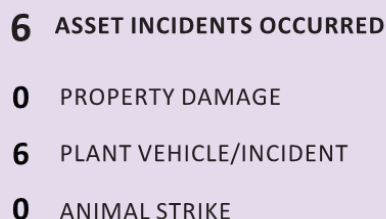
#### INJURIES BY CLASSIFICATION TYPE



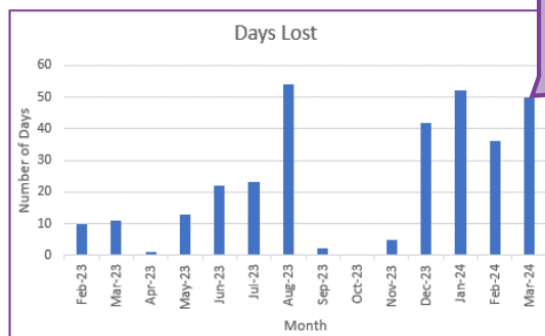
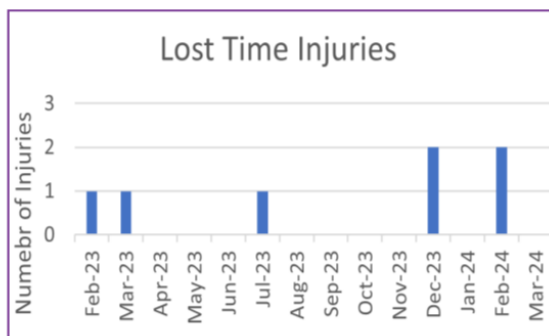
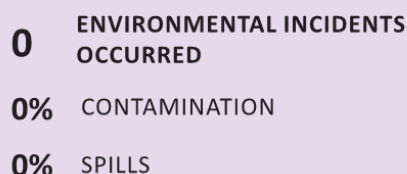
#### AREAS OF THE BODY MOST AFFECTED



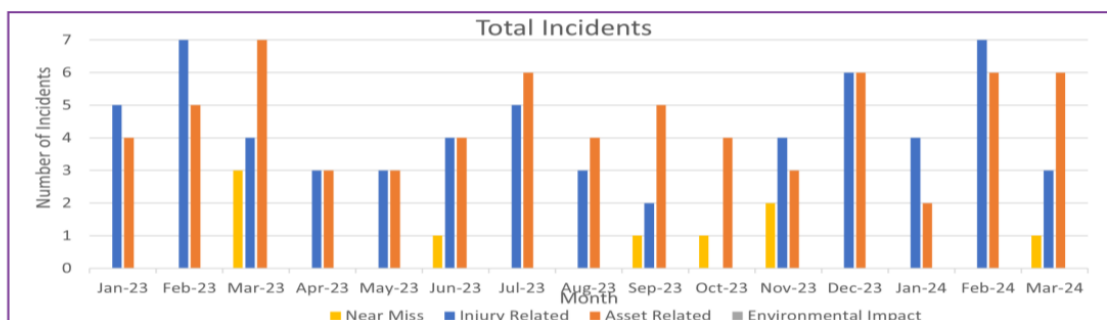
#### KEY FACTORS ASSOCIATED WITH ASSET INCIDENTS



#### KEY FACTORS ASSOCIATED WITH ENVIRONMENTAL INCIDENTS



4 injured, carries over from previous months.



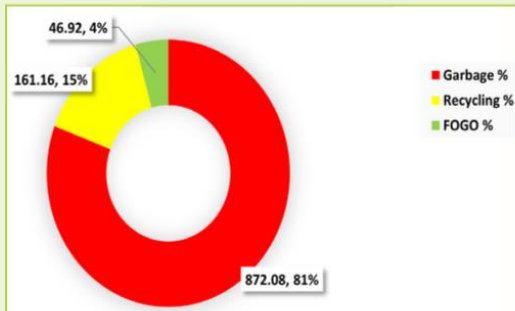


## WASTE MANAGEMENT - FEBRUARY 2024

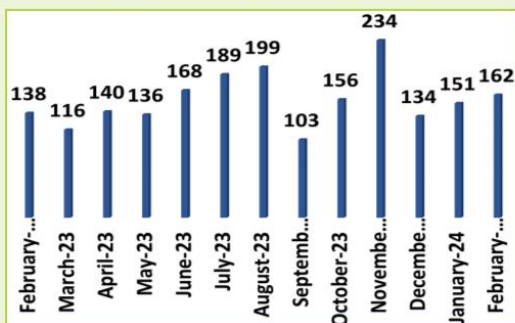
- DES received a complaint relating to a hose leading from a storm water dam at Laidley to a culvert on Glen Cairn Rd, beside the landfill site. However it was quickly confirmed that the hose was used for filling a water tanker for use on site. The questions prompted a review of our water quality and water management at the landfill sites. Our procedures appear to be up to scratch.
- After contract withdrawal from recycling, arrangements were quickly put in place for JJ Richards to haul collected recycling to their Toowoomba Depot. Material is then bulk hauled to Sunshine Coast for processing. Since 8 March collection trucks off load in the MRF shed into bulk skips for transport to their depot. This measure has taken a great deal of pressure off the fleet and drivers.

*Due to iWaste system waste statistical data is always from previous month.*

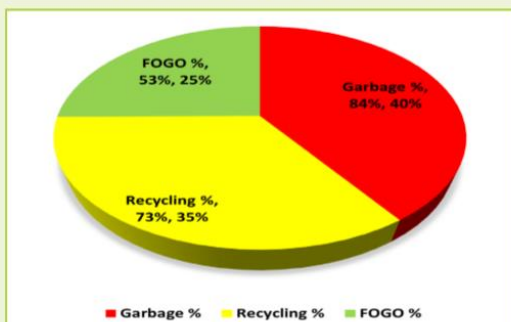
### TOTAL TONNAGE



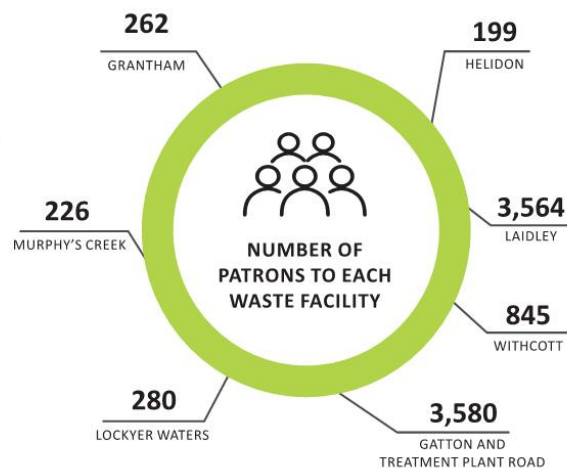
### MATTRESS RECYCLING



### BIN PRESENTATION RATE



### BINS COLLECTED



**8,956**  
TOTAL PATRONS TO ALL  
WASTE FACILITIES IN  
FEBRUARY 2024

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**14.3                                      Group Manager Community and Regional Prosperity Monthly Report - March 2024****Author:** Amanda Pugh, Group Manager Community & Regional Prosperity**Responsible Officer:** Amanda Pugh, Group Manager Community & Regional Prosperity

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**Purpose:**

This report provides Council with a summary of key operational activities undertaken by the Community and Regional Prosperity Group during March 2024.

**This document is for Council's information only.**

**Executive Summary**

This report provides Council with a summary of key operational activities undertaken by the Community and Regional Prosperity Group during March 2024.

**Proposal**

That this report be received and noted.

**Attachments**

[1](#) Monthly Group Report - Community and Regional Prosperity - March 2024    11 Pages



# Community and Regional Prosperity

MONTHLY GROUP REPORT  
MARCH 2024





## PERFORMANCE REPORTING

### KEY GROUP PROJECTS

#### STRATEGIC FLOOD ENGINEERING MATTERS

Officers have engaged with developers in negotiating the Heads of Agreement and the start of works on the Laidley North Flood Mitigation Scheme (the scheme elements that are the developers responsibility) adopted by Council in November 2023. It is expected that the agreement will be finalised by the end of April 2024.

The next Strategic Floodplain Management Plan management group meeting will occur in June 2024. The pending change to the climate change indexes and the State Government response in relation to building resilience, insurance and planning matters should be a key issue. Officers have been engaging with QRA personnel in light of the apparent change in flood plain strategies.

Stormwater design of roads, pipes, culverts and bridges is normally based on rain grids supplied by BOM and Engineers Australia. These are called Australian Rainfall and Runoff (ARR) rain design grids. In 2016 a new set of grids was published (updated in 2019) which reduced the design rainfall in some parts of the valley below the previous set (ARR1987). The ARR2016 rainfall grids also did not include the large rainfall events after 2010 eg 2011 and 2013. If these grids are incorrect this means that e.g. developer subdivision infrastructure may be undersized causing issues for Council in the future. Due to concerns with the BOM ARR2016 rain design grids Council participated in the 2020 WMA rainfall review project in 2020 along with Ipswich City Council, Brisbane City Council and the City of Moreton Bay (the LIMB project). The outcomes from LIMB increased the rainfall intensities used in some parts of the LGA.

A meeting was held with Queensland Reconstruction Authority in relation to a QRA project to review and update design rainfall grids for the wider South East Queensland and the north coast region. The purpose was to update the 4 LIMB councils with the preliminary results of the review and work through strategies to ensure consistency with the LIMB grids and resolve anomalies. Based on the briefing, at this stage it looks clear that the current 2020 LIMB rainfall grids may be superseded. Officers are working with the QRA to ensure that that relevant data has been included and there are no anomalies arising that cause issues with Council or its stakeholders if this happens.

Officers have been endeavoring to engage with the new PM for the Bureau of Meteorology (BOM) in relation to the \$234M BOM flood warning program. Based on a recent meeting it appears that BOM may have made changes to their proposed scope. There is uncertainty over whether they will be taking over our gauges system or providing prediction tools. Council's Disaster Management Team (DMT) will set up a meeting to discuss this with the project manager.

The Department of Energy and Climate (DEC, formally EPW) has continued engagement with Council (DMT) regarding their parts of the Resilient Homes Fund (Resilient retrofit program and Home raising program). They have had difficulties in implementing the works and a seeking various councils inputs. Delivery dates for these programs have been extended. We have not received documentation to review in relation to agreements to gain access to DEC detailed data on the both sub-programs. Officers again encouraged DEC to engage with QRA regarding the resilience findings in relation to improved circumstances for dwelling insurance and building regulation.



#### FLOOD MODELLING - ENGINEERING

Advice has been provided to Infrastructure officers in relation to the proposed replacement Mahons Bridge over Flagstone Creek in relation to flood modeling and impacts.

Planning has been on hold for the extension of the QRA WP3 project Lockyer Creek model "2022 Calibration of the Lockyer Creek". Discussions have been held with QRA regarding the progress of the project. QRA successfully gained an extension of the overall grant program from the Federal government.

Discussions have been held about possible addition monies for the WP3 2022 Lockyer Creek calibration project to address identified limitations of e.g. the 2022 LiDAR and flood operations in 2022 and 2024 events and QRA have requested an application. There may be additional monies (pending Federal Government decision) to support other related floodplain projects e.g. to fund the revised floodplain risk assessment and integration with Council operations. QRA will have a high level of oversight into the scope and project. The QRA WP3 project can provide update underlying engineering inputs to the scheme review. The calibration project outputs will be coordinated with the works for the revised new Flood hazard overlay of the Draft Planning Scheme. Additional QRA funds may be available to support the overall flood assessment scheme works.

A grant application have been lodged with QRA program "RHF property level flood information portal initiative" to be used to complete update/complete the Flood Information Portal (FIP) data management system and update the interface functions for the new planning scheme mapping sets. Meetings with respect to the proposed FIP update scope with QRA were positive. Expected announcement in late May 24.

## PERFORMANCE REPORTING CONTINUED



### FOREST HILL SILO PROJECT

- Project Plan for SEQ Liveability funding being finalised – closes 12 April 2024.
- Council provided additional input into design elements for bus parking, shelters and amenities for Detailed Design.
- Variations approved to Place Design Group contract for the Flood Emergency Management Plan, Traffic Engineering and Waste Management assessments.
- Energex provided advice regarding pole stay relocation- complex relocation including powerline adjustment. Based on the updated implementation and design costs and 9-month wait time, consultants are considering alternatives.



### TOOWOOMBA AND LOCKYER VALLEY ESCARPMENT MOUNTAIN BIKE TRACK PROJECT

- Following the Council workshop investigations have continued for a suitable parcel of land for the hub.



### EQUINE COLLABORATIVE PRECINCT

- Lockyer Valley Equine Project, Council and Lockyer Valley Turf Club met with Racing Queensland CEO Jason Scott. The purpose of the meeting was to discuss the future viability of the project and if the project aligns to Racing Queensland's strategic plans. CEO Jason Scott committed to presenting a briefing paper to a future board meeting.



### QUEENSLAND TRANSPORT MUSEUM (QTM) TRANSITION

- A letter was sent to Graham McVean acknowledging his withdrawal of his proposal for a non profit group to take over management of the QTM and advising the newly elected Council will consider the future operations of the museum.



### LAKE APEX AND LAKE FREEMAN REIMAGINING PROJECT

- Resurvey of both Lakes completed.
- Investigation resulted in 35 000 m3 of clean silt in both Lakes (no contamination).
- Drafting a Concept Stormwater Management Plan.
- Investigation on the connection between Lake Apex and Lake Freeman.
- Investigate environmental outcomes to reduce evaporation.



## COMMUNITIES

### TOURISM

#### QUEENSLAND TRANSPORT MUSEUM



275

TICKET SALES



131

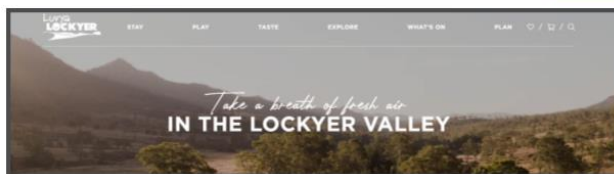
FREE ENTRY



\$2,153

TOTAL TICKET  
REVENUE

#### Visitor Information Centre Statistics



#### LUVYA LOCKYER WEBSITE



17,693

EBSITE VIEWS

9,933

UNIQUE PAGE VIEWS

5,944

NEW VISITORS

#### AUDIENCE

3413	BRISBANE	479	NSW	207	VIC
115	GOLD COAST	461	OVERSEAS		

#### VISIT LOCKYER VALLEY FACEBOOK



62,060

PAGE REACH

6,650

TOTAL FOLLOWERS

16

POSTS

#### AUDIENCE

13.6%	BRISBANE	8.2%	TOOWOOMBA
7.8%	GATTON	12.3%	IPSWICH
3.4%	GOLD COAST		

### EVENTS



Ongoing support is being provided to a range of community event organisers. Support includes advice and equipment.



0

COUNCIL LED EVENTS

During March there were no Council led events.



2

PROJECTS IN PLANNING

- ANZAC Day – 25 April 2024
- Laidley Spring Festival – 6, 7 & 8 September 2024



2

COMMUNITY GROUPS/ EVENTS  
GIVEN ASSISTANCE

- Colours of the Lockyer – 24 March 2024. Event uploaded onto Luvya Lockyer for promotion to tourism audience.
- Heritage Festival – 27 April 2024. Ongoing organisational and marketing support.



1

UPCOMING COMMUNITY EVENTS

Ongoing assistance was provided to:

1. Heritage Festival – 27 April 2024



## LIBRARIES AND GALLERIES



**62,594**

ITEMS IN OUR COLLECTION



**523**

ACQUISITIONS

Physical & eResources

In comparison to 542 in March 2023



**90.2%**

ITEMS ISSUED

VIA SELF-SERVICE

KPI 85%



**9,270**

PHYSICAL  
LOANS

In comparison to 7,173 in March 2023. Including audiobooks, books, DVDs, magazines, literacy kits, CDs, seeds, and toys.



**2,434**

ELECTRONIC  
LOANS

In comparison to 2,332 in March 2023.



**11,704**

TOTAL LOANS

Increase of 2.2% in comparison to last month

**19,097**



ACTIVE LIBRARY  
MEMBERS

In comparison to 17,434 in March 2023



**134**

NEW LIBRARY  
MEMBERS

**79.20%**  
Physical loans



**21%**  
Electronic  
Loans



**70**

IN PERSON  
EVENTS

Total Attendees:  
966



**11,353**

VISITORS

**7,776**

Gatton Library  
Decrease of 262

**3,577**

Laidley Library  
Increase of 356

### LIBRARIES - EVENTS

Our March events at Gatton and Laidley Libraries included:

- Weekly – JP in the community sessions (x 4), craft group (Gatton), First 5 Forever children's story time (four sessions a week at each branch, crochet group.
- Bi-monthly – Writing group and child health nurse (Gatton)
- Monthly – Digital literacy sessions, Lockyer Valley Cancer Support Groups (Gatton), Music on the mat, movie matinees, book chat (Laidley), book club (Gatton) and the online book club.
- Special events – Mary J Masters (author talk), Selina Win Pe (author talk).

\* All events are run by our library staff and the Cancer Support group, Child Health Nurse and health checks are library supported.

### LIBRARIES UPDATE

- We held another successful afterhours author talk with Selina Win Pe visiting and talking about her story. This was held in the art gallery, with over 55 people attending.
- Chief Superintendent Tamara Bambrick from Southern Queensland Correction Centre spoke in Laidley as part of our human book series. Attendees were engaged and asked many questions.
- Library staff are preparing for a busy Easter school holiday period with many events scheduled including a partnership event with Urban Utilities.



### ART GALLERY UPDATE

- Paint the Town by Flying Arts Alliance in partnership with Museums & Galleries Queensland is our current exhibition. This travelling exhibition is an award-winning selection of regional Queensland talent.
- Visitor feedback included, "Thank you for brining this to Gatton. Great " and "Congratulations, a wonderful facility."
- Coinciding with the exhibition, an exhibiting artist, Bianca Tainsh is holding two collage workshops on Saturday 13 April, one for children (\$5 per person), and one for adults (\$10 per person).

### REGIONAL ARTS AND DEVELOPMENT FUNDING (RADF)

- Round 2 – 2023/2024 RADF funding opened on 25 March and will close at 10am on 24 April.
- A professional development workshop for artists was held in the Davson Room on 21 March. 13 people attended the workshop run by Alex Stalling on Hints and Tips to photographing your art works. It was exciting to see several local artists who the art gallery hadn't connected with previously. A second workshop by Alex will be run in May.

## CHILDCARE



### UPDATE

The children have been enjoying Nature Play Week and taking the opportunity to spend time outside now that rain has finished. The educators have added different resources to the children's environment including; rocks, palm leaves, sticks, mud and clay. We even found a bird nest in amongst our branches. The children have been researching which bird they think may have made it and are looking forward to their next excursion.

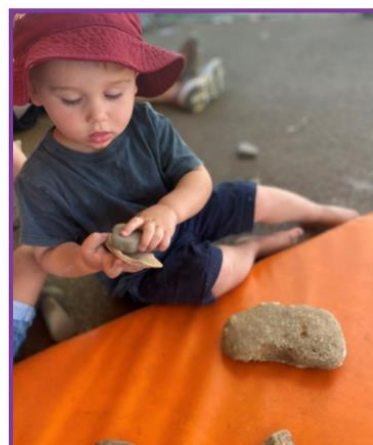
There has been some changes with educators within the centre. We said good bye to Miss Natalie this week, wishing her all the best for the future with the new addition to their family. Miss Jess has moved to the Junior Kindy room and Miss Julie has made her way to the Toddler's room for a bit of a change.



94%

### TOTAL OCCUPANCY RATE

In comparison to 86% in  
February 2023



## PLANNING POLICY AND COMMUNITY WELLBEING

### GROWTH AND POLICY



#### Strategic Planning



Drafting

State Interest  
Check

Community  
Consultation

Submissions  
review

Adoption

The State Government's decision making timeframe in relation to the approval of the Draft Planning Scheme is still on pause while they consider the use of an updated Temporary Local Planning Instrument (Flood Regulation) in conjunction with the Draft Planning Scheme. Council and officers from State Government have a meeting scheduled to discuss the next steps to achieving approval for adoption.

The Stormwater LGIP amendment is in draft for review. Endorsement by Council will be sought to include prepare a consequential amendment to the Infrastructure Charges resolution to enable charging for stormwater.

#### Economic Development

As part of the Resilient People and Places Social and Community Infrastructure Project, a community survey conducted between 19 March and 7 April, was shared using social media, print advertising and direct email and received 329 results.

Responses came from across the region with many from those aged between 35 and 64.

The message from the community was one of 'improve existing' assets and the need to fill the gaps in health care and public transport.

Full survey results and analysis will be included in the project final report, which is due to be completed in June 2024.



#### Integrated Land Management Plan



Funded  
project



The Nature-Based Recreation and Tourism Study is in its final stages, with the final report due to be delivered by Lat Studios in the coming weeks. Some promising recommendations have been suggested within this document for potential opportunities to activate some of the sites for nature-based recreation purposes.

ILM Cultural Burn Assessments are underway with Wirrinyah First Nations Conservation Services. Good recommendations are coming out for cultural and healing burn possibilities on these parcels. Wirrinyah are making their assessments based on their cultural knowledge of how fire can contribute to a holistic approach to managing a landscape and how it can improve the health of the surrounding ecosystem.

Assessments will conclude in May and be included as part of the holistic land management recommendations.

#### Project delivery status

Growth and Policy has numerous projects and studies underway that support the delivery of Council's strategies and Growth Management Plan.

##### Underway

- Social and Community Infrastructure Study
- First Nations Land Management assessment
- Local Cultural Heritage Study

##### Procuring

- Matters of Local Environmental Significance Study

##### To be scoped

- Growth Management Plan
- Local Government Infrastructure Plan

#### Flood Information Portal - March 2023



**1075** Views via Council's  
website page



**4389** Direct FIP  
webpage views

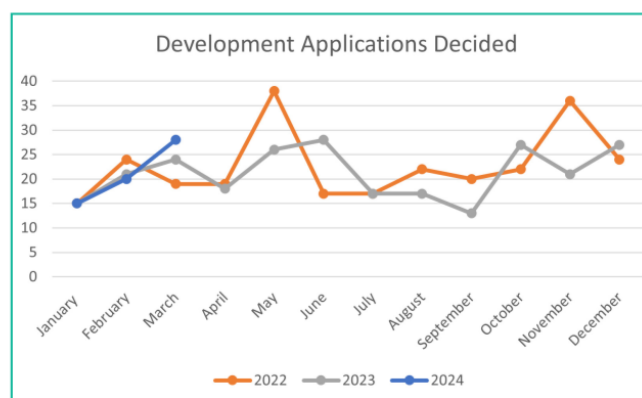
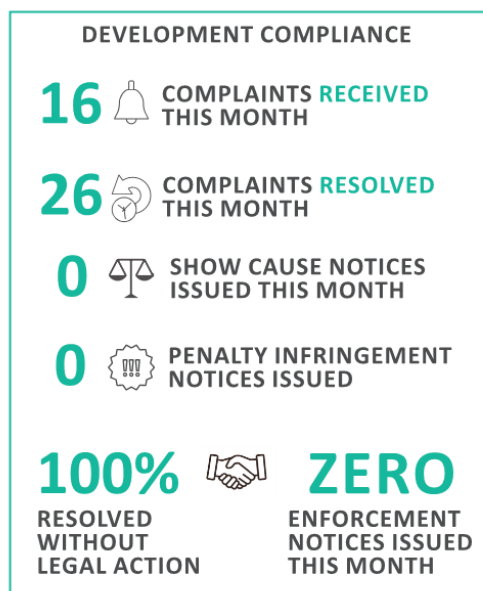
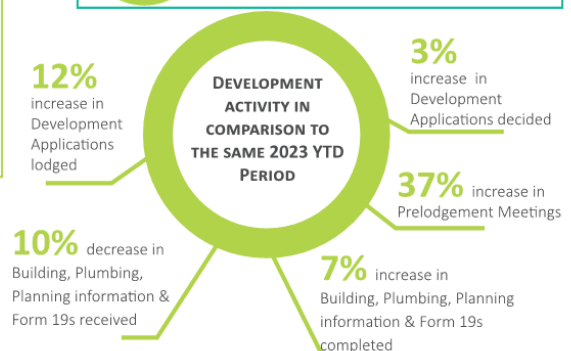
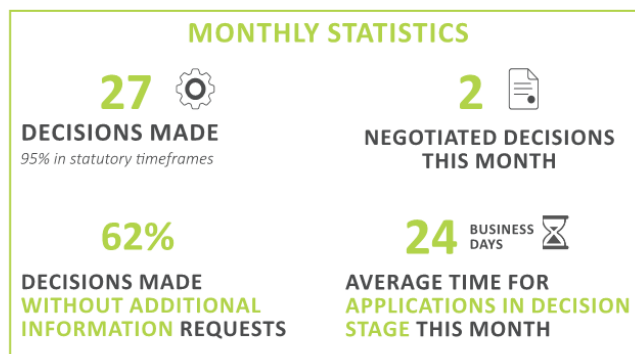


**334** FIP reports  
generated



## DEVELOPMENT ASSESSMENT

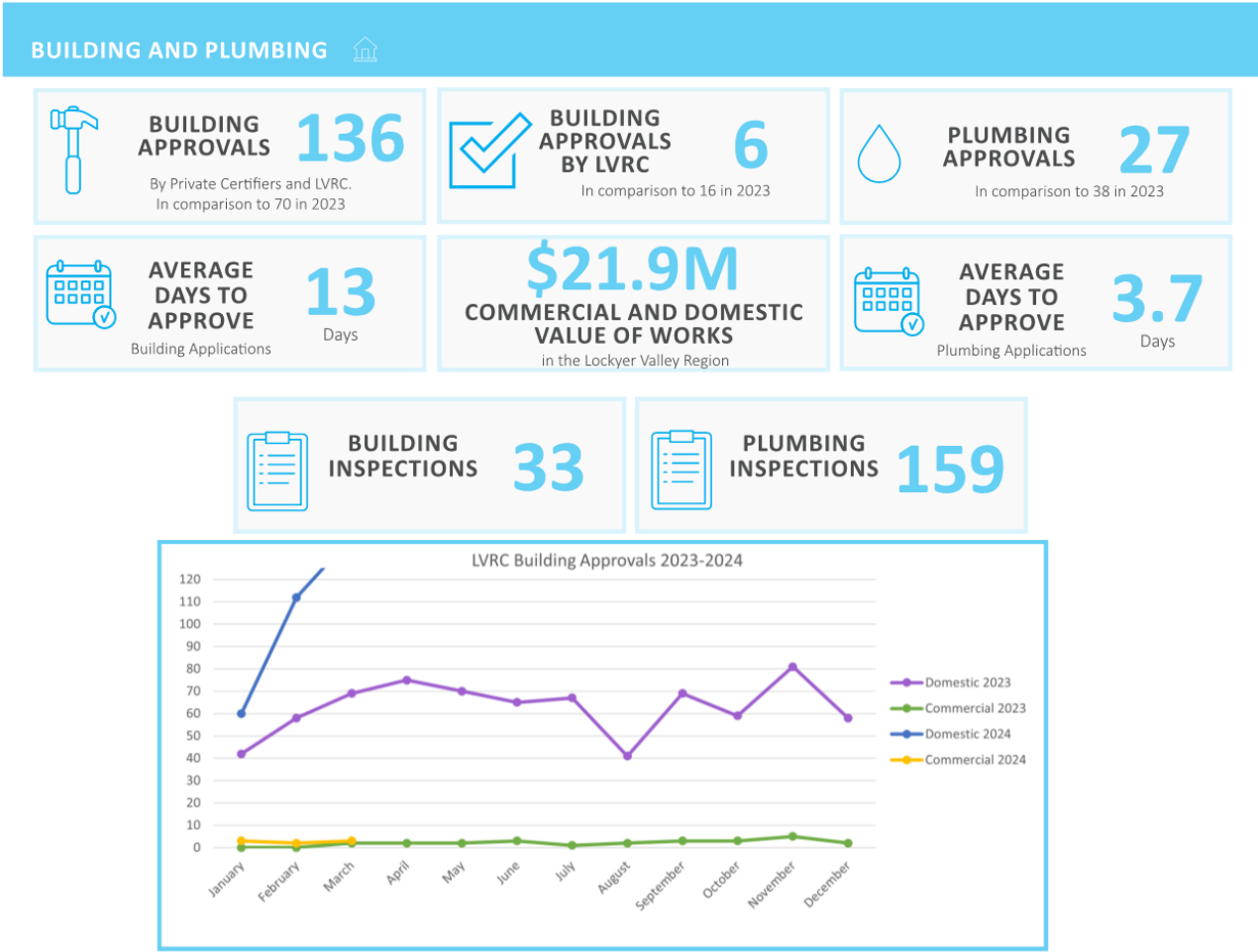
ACTIVITY	CURRENT MONTH	2024 YTD	2023 SAME YTD PERIOD
<b>DEVELOPMENT APPLICATIONS</b>			
RECEIVED	24	76	68
WITHDRAWN	0	1	3
DECIDED	27	62	60
<b>EXEMPTION CERTIFICATES</b>			
RECEIVED	5	6	7
WITHDRAWN	0	0	0
DECIDED	2	3	7
<b>BUILDING, PLUMBING, PLANNING INFORMATION AND FORM 19S</b>			
RECEIVED	23	89	99
WITHDRAWN	0	1	4
COMPLETED	31	94	88
PRELODGE MEETINGS HELD	1	17	27



**INFRASTRUCTURE CHARGES PAID**  
YTD = **\$351,640.28**



**INFRASTRUCTURE CHARGES OUTSTANDING**  
= **\$64,520.90**



## COMMUNITY AND WELLBEING



### LVRC PROPERTY MANAGEMENT

- Traditional owner site assessments undertaken on several LVRC properties as part of the IKLM project.
- Centenary Park, Thornton - Development of a revegetation plan for the creek bank area to stabilise and reduce erosion.

### PEST MANAGEMENT

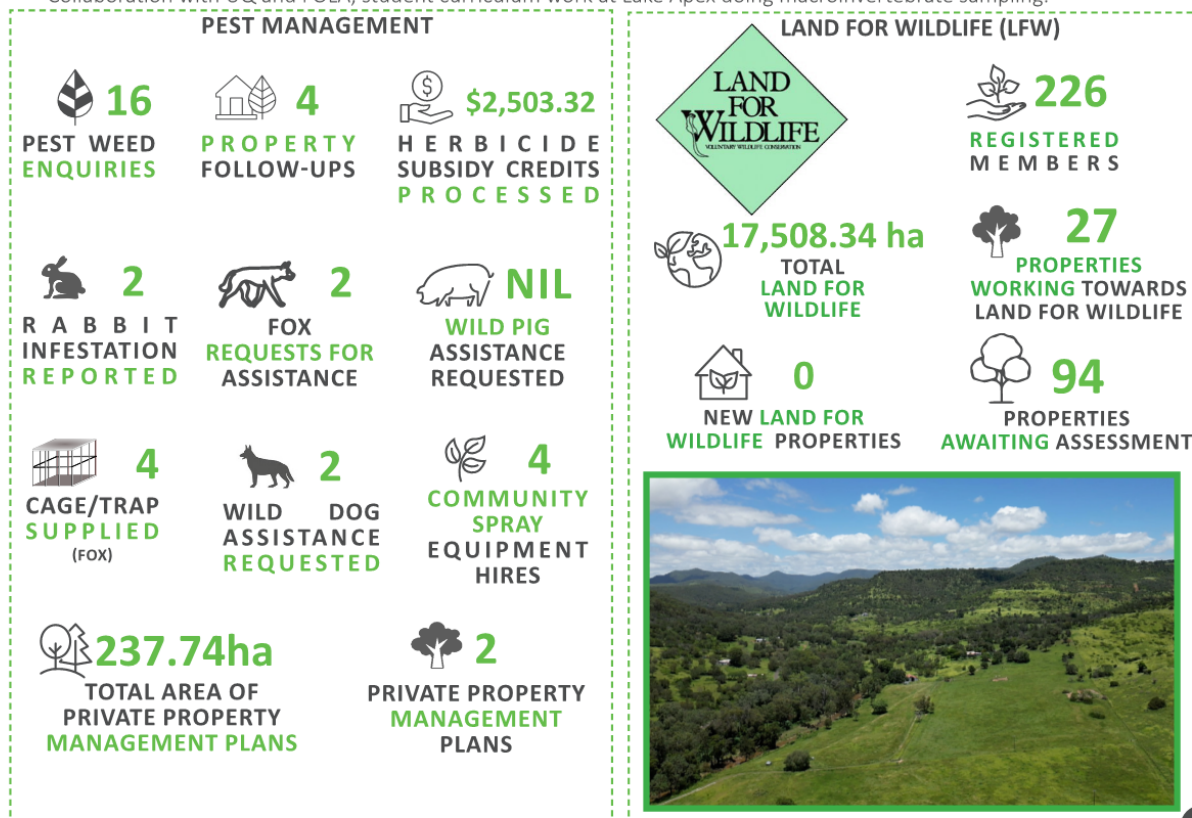
- Biosecurity Order issued to a property in Summerholm with regards to Parthenium Weed.
- Update meeting with Principal Biosecurity Officer, Department of Agriculture and Forestry discussing topics regarding Biosecurity Orders and Powers of Entry and reviewing the LVRC Notice of Entry Document.
- Attended the Industry & Council Collaboration Network – Fire Ant Eradication Program. Further negotiations continued around necessary mechanical resources to be supplied to LVRC for future fire ant management on Council land and the potential for future trial workshops in fire ant bait application.
- Attended the LGAQ Biosecurity and Stock Routes Update Webinar.
- Fire Ant Response Plan update presented to Managers/Supervisors from Parks, Recreation and Cemeteries.
- Major regulated weed treatment projects underway in Junction View, Balaam Hills and Buhse Hill.

### RESILIENT RIVERS

- Maintenance of revegetation sites on Lockyer Creek (Parklea and Cahill Park), weeding and vegetation slashing.
- Assessment of potential flood impact on Lockyer Creek from proposed revegetation works at Placid Hills undertaken using the LVRC flood model by WMA.
- Development assessment of proposed creek bank stabilisation works on Blackfellow Creek, Mt Sylvia. Pre-lodgement assessment and advice provided by the State Assessment and Referral agency and LVRC planning and development.
- Meeting with traditional owner groups to discuss future ongoing involvement in revegetation works in the region.

### ENVIRONMENTAL COLLABORATION

- Spray Shed at the Gatton Depot distributing 53 Tree Troffs to LFW members, Border to Bunyas Members, Lockyer Upland Catchments members, and Somerset, Toowoomba, and Southern Downs land holders
- Little Liverpool Range Initiative meeting at Old Hidden Vale
- Saving Native Species Collared Delma monthly Project Meeting with Lockyer Upland Catchments Inc, and Pullen Pullen Catchments Group Brisbane through a Federal Grant
- Healthy Land and Water (HLW) Koala Threat Management Project- LG Workshop in Ipswich
- HLW revegetation works on Laidley Creek with RACQ volunteers – participation and presentation at lunch and learn
- Revegetation on landholder properties as part of the Border to Bunyas project run by LUCI, installed 1,600 native tubes on 5 properties in the region with volunteers from USQ, Sophia college and local residents
- Collaboration with UQ and FOLA, student curriculum work at Lake Apex doing macroinvertebrate sampling.



10



## ENVIRONMENTAL HEALTH

**188**  
FOOD  
LICENCES ISSUED  
YTD



**2**  
NEW OR AMENDED  
FOOD BUSINESS  
LICENCES ISSUED

**4**  
LICENSED FOOD  
BUSINESS  
INSPECTIONS

 **2**  
PERSONAL  
APPEARANCE SERVICES  
LICENCES YTD

**6** LOCAL LAWS PERMITS YTD



**3** CARAVAN



**1** MOBILE  
VENDORS



**1** CAMPING



**1** MARKET

## LOCAL LAWS

**151**



NUMBER OF CUSTOMER  
REQUESTS RECEIVED

In comparison to 165 in March  
2023

**15**



NUMBER OF DOGS  
IMPOUNDED

In comparison to 16 in  
March 2023

**38**



KENNEL LICENCES  
ISSUED YTD

In comparison to 38 in 2023-2024

**85**



TOTAL NUMBER  
OF INFRINGEMENT  
NOTICES ISSUED YTD

In comparison to 49 in 2023-2024

**179**

NUMBER OF CUSTOMER  
REQUESTS RESOLVED

In comparison to 164 in  
March 2023

**13**



NUMBER OF DOGS  
RELEASED/REHOMED

In comparison to 9 in  
March 2023

**85**



EXCESS ANIMAL  
PERMIT RENEWALS  
YTD

In comparison to 84 in 2022-2023



NUMBER OF DOGS  
REGISTERED

**6,895** YTD 23-24

In comparison to 8,347 in 2022-2023

## ILLEGAL DUMPING / LITTERING UPDATE

Illegal Dumping Statistics have been collated based on review of CRMs received and actioned year to date.



**6**

TOTAL NUMBER OF  
INFRINGEMENTS YTD  
ISSUED = \$27, 864

In comparison to 13  
(\$21,274) in 2023- 2024



**12**

ILLEGAL DUMPING  
INCIDENTS

In comparison to 28 in  
March 2023



APPROXIMATELY **395**  
WHEELIE BINS OF  
ILLEGALLY DUMPED  
WASTE YTD

In comparison to 1281 in  
2023-2024

WASTE TYPES  
ILLEGALLY  
DUMPED YTD  
(APPROXIMATE %)



**24%** Demolition Materials

**19%** Tyres

**19%** Household Waste

**13%** Wrecked Vehicles

**11%** Mattresses/Furniture

**5%** Green Waste

**3%** Hazardous/Asbestos

**3%** White Goods

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**14.4****Group Manager Infrastructure Monthly Report - March 2024****Author:** John Keen, Group Manager Infrastructure**Responsible Officer:** John Keen, Group Manager Infrastructure

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**Purpose:**

This report provides Council with a summary of key operational activities undertaken by the Infrastructure Group during March 2024.

**This document is for Council's information only.**

**Executive Summary**

This report provides Council with a summary of key operational activities undertaken by the Infrastructure Group during March 2024.

**Proposal**

That this report be received and noted.

**Attachments**

[1](#) Monthly Group Report - Infrastructure - March 2024 15 Pages



# Infrastructure

MONTHLY GROUP REPORT  
MARCH 2024



*2024 Weather Event*

## PROGRAM OVERVIEW UPDATE

- In February Council was activated for Counter Disaster Operations, Emergency Works and Restoration of Essential Public Assets under the Ex-TC Kirrily event.
- Officers are actively inspecting Council's infrastructure, identifying flood-related defects for prioritisation.
- Emergency Works progress has been delayed on multiple occasions due to the further rain we have received. The impact on the already saturated creek systems is causing some further damage particularly in Zone 6 resulting in an inability to execute emergency works within the 3 months time frame thus it is expected Council will be lodging Restoration of Essential Public Assets (REPA) submissions with the Queensland Reconstruction Authority (QRA) imminently and therefore 2 weather event programs will be run concurrently until June 2024.
- An initial assessment has been completed and work is being prioritised for temporary or permanent repairs as appropriate.
- A pipe clean out contractor will commence works within the coming works, desilting the Council maintained pipe network.

## WEATHER EVENT DEFECTS

TOTAL DEFECTS  
CAPTURED

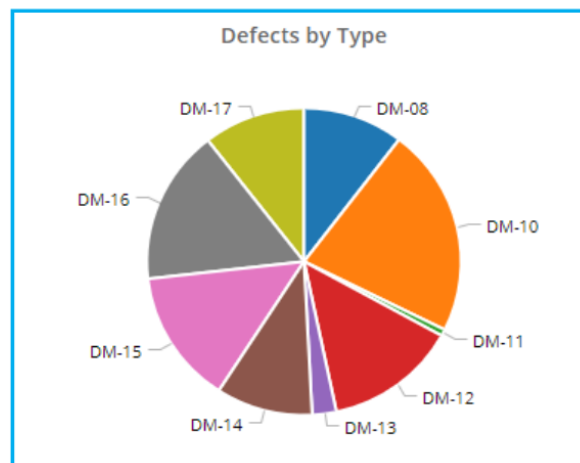
724



241

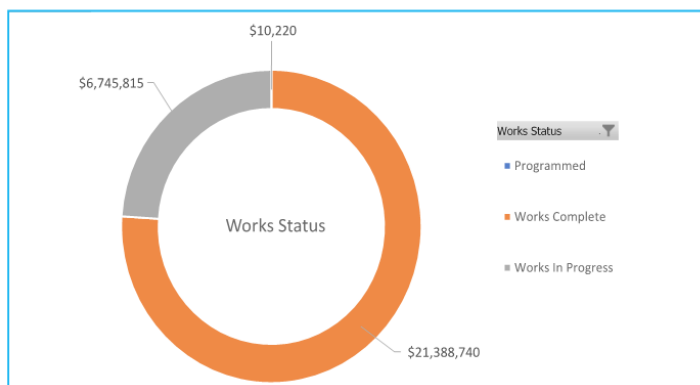
TOTAL DEFECTS  
COMPLETED

Defect Types	Quantity
DM8 - Signs and Guideposts	75
DM10 - Silt and debris	159
DM11 - Vegetation Clearing	5
DM12 - Pothole repairs	99
DM13 - Seal/pavement repairs	18
DM14 - Pipe clean out	72
DM15 - Rock fill	102
DM16 - Bulk fill	118
DM17 - Light grading	76

*2022 Weather Events*

## PROGRAM OVERVIEW UPDATE

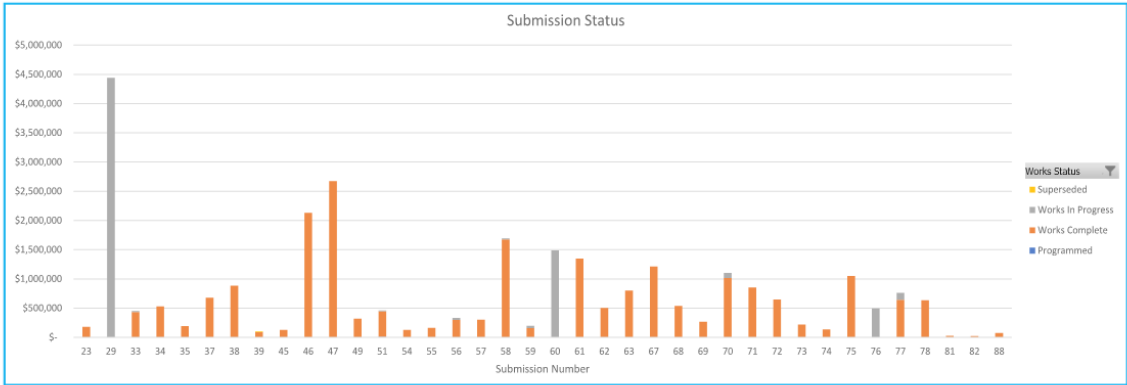
- \$28,144,774 worth of works approved by the Queensland Reconstruction Authority (QRA).
- Current restoration value of the two events is estimated at \$48.3M including Infrastructure Restoration Works and Emergency Works.





SUBMISSION STATUS

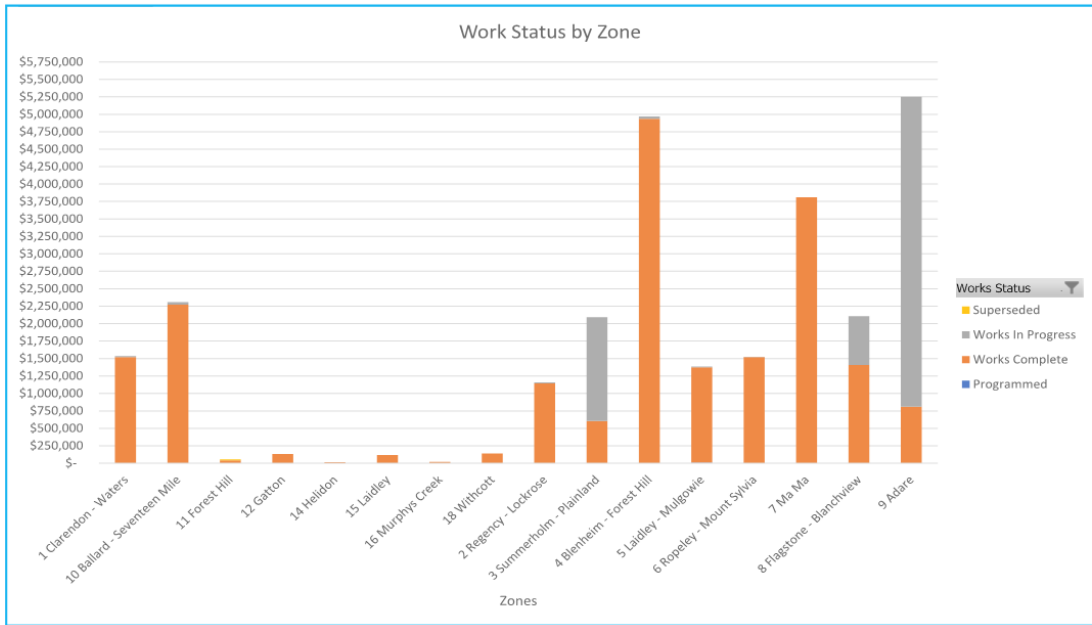
- 51 submissions have been approved with 11 lodged with the QRA for acquittal.



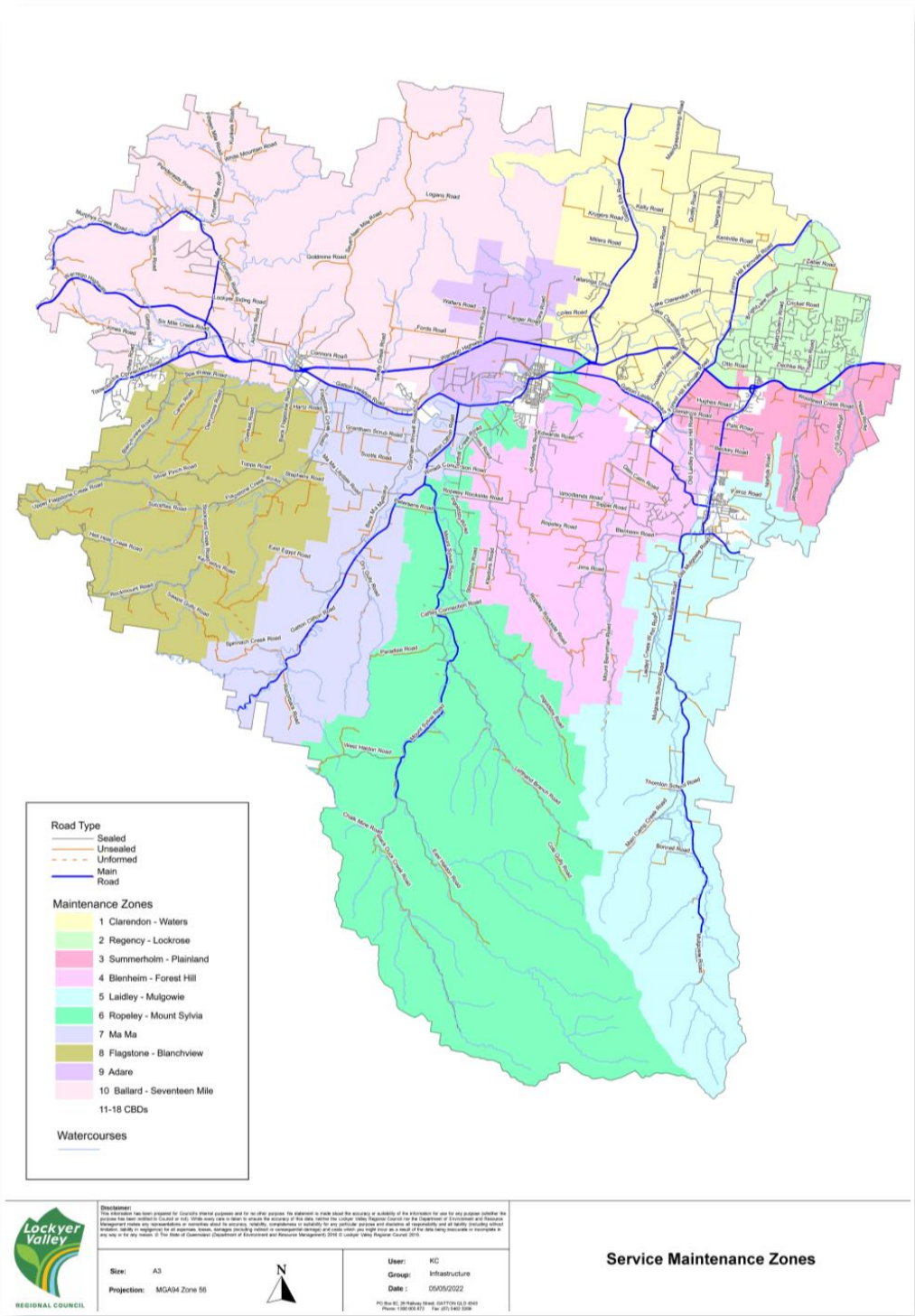
RECONSTRUCTION OF ESSENTIAL PUBLIC ASSETS PROGRAM & BETTERMENT

Program updates are as below:

- Sheet piling at Liftins Bridge (submission 29) and Mountain View Drive (submission 60) landslip sites has been completed. The contractor is currently undertaking soil nailing activities and preparing for waler beam installation.
- Delivery of the two sealed road pavement contracts is nearing completion with only minor sites remaining due to subcontractor and cultural heritage holdups.
  - The Sealed Roads East has been completed following completion of shotcreting works on Summerholm Road and only minor outstanding works are remaining on the culverts at Abbotts Road which is scheduled to be completed at the beginning of April, weather pending.
- The contract for the repair of the rockfall fence on Flagstone Creek Road (submission 76) has been awarded and is expected to be completed by the end of April.
- Betterment works extending floodway approaches (submission 77) is progressing with only two floodway locations at the start of Upper Flagstone Creek Road remaining for completion by council.



Infrastructure works conducted in the Lockyer Valley region are undertaken by maintenance zones. These maintenance zones are referenced in the report. For geographical clarity, the map below identifies the specific areas corresponding to each maintenance zone.





## Infrastructure & Engineering Service Branch Highlights

### DESIGN & CONSTRUCTION WORKS - PROJECTS UNDERWAY

The following projects are currently in the concept design phase:

- Fairway Drive, Kensington Grove – Footpath Missing Link

The following projects are currently in the detailed design phase:

- QRRRF Flood Signage and Cameras
- Lake Apex Parking and Accessibility
- Gatton Central Drainage – Drainage Upgrades
- Laidley Watermain
- John Street South, Laidley
- Edgerton Drive, Plainland – Pavement Reconstruction

The following designs have been issued for construction:

- Flagstone Creek Road – Culvert Replacement
- Douglas McInnes Drive – Drainage Improvements
- Postman's Ridge Road, Helidon Spa – Pavement Rehabilitation

### WOODLANDS / SCHRODERS ROAD, WOODLANDS - REHABILITATION

- Woodlands Road is one of the Lockyer Valley's highest trafficked roads and is considered an arterial road and a key link between the Gatton township and the Laidley township. The roads current formation is a narrow two-lane sealed road with limited sight distance, misshapen road pavement which provides poor rideability and requires frequent maintenance expenditure. Thanks to joint funding from the Transport Infrastructure Development Scheme (TIDS) and Council, some key objectives for the rehabilitation of Woodlands Road are to widen the road to accommodate for heavy vehicles, reconstruct the pavement for the full length to provide a new design life, improve rideability, sight distances, intersection layout and road table drains.
- Contractors have completed the tree clearing and the fencing reinstatement.
- The delivery of the remainder works began March 18, with an expected schedule of 16-20 weeks, weather permitting.



### PAVEMENT REHABILITATION PROGRAM 2023/24

- This program is 100% funded by Council and it aims to rehabilitate and widen the narrow sections of MaMa Lilydale Road after sustaining significant damage from the 2022 rain event. This will achieve a pavement width of 5.5 metres and provide a safer road formation for the wider community.
- Council crews have completed the widenings, with the final seal to be completed by a third-party contractor in conjunction with the 2023/24 bitumen reseal program.
- Expected completion date in April 2024.

**MAHON BRIDGE, CARPENDALE**

- Mahon Bridge was originally built in 2009 however, sustained severe damage in January 2013 floods. Funding from the Bridges Renewal Program (BRP) is allowing us to replace the existing concrete bridge and design a resilient structure that will sustain substantial floods, provide improved flood resilience to the community, and provide heavy vehicle connectivity to the district from the west.
- Early investigation, design and geotechnical/environmental reports have been completed.
- The preliminary design has been reviewed and a third party engineering consultant has begun the detailed design phase. Expected completion is May 2024.
- High Risk Species Management Plan has commenced, and the construction phase procurement is underway.

**ROBINSONS ROAD, GATTON - LANDSLIP RESTORATION**

- The landslip projects are a major portion of the QRA funding REPA program with 2 out of 4 sites now completed.
- The installation of sheet piling has been successfully completed, and soil nail installation is underway. Additionally, site preparation for the installation of waler beams has commenced.
- Works are expected to be completed by the end of May 2024, weather pending.

**ROPEHILL ROAD, TENTHILL CREEK - ROAD RECONSTRUCTION AND REHABILITATION WORKS**

- Ropehill Road is a cul-de-sac street and is classified as Rural Access Road. The primary function of Ropehill Road is to provide access to large rural residential properties and the Ropehill Cricket Grounds. The eastern half of Ropehill Road, falls within the extents of flooding inundation from the local and regional catchments.
- Successful funding from the Local Roads & Community Infrastructure Program, Phase 4 (LRCI4) will provide the means to replace the pavement with Cement Treated Base (CTB) material which aims for better stabilisation and resistant against water. The Ropehill Road and Mt Sylvia Road intersection will also be upgraded to suit heavy vehicle turns (12.5m bus) in order to improve safety and efficiency of the intersection.
- Construction began on the 18 March, with an expected 4 week program, weather permitting.





**MOUNTAIN VIEW DRIVE, HATTON VALE - LANDSLIP RESTORATION**

- The piling rig was mobilised to site and sheet piling works completed.
- Soil nailing activities and preparation for waler beam installation is continuing.
- Works are expected to be completed in June 2024, weather pending.



DURING



DURING

**CROWLEY VALE ROAD, CROWLEY VALE - SATURATED PAVEMENT**

- The Local Recovery and Resilient Grant (LRRG) program is funding pavement and drainage repairs along Crowley Vale Road after the saturated pavement sustained numerous defects during the 2022 floods. Also, Council are liaising with the Department of Transport and Main Roads to complete additional asphalt works South of the Warrego Highway to tie in with our project.
- Council crews have completed rectification works to the drainage components and are 100% finished additional subsoil works, with the final seal expected to begin mid-April, weather pending.

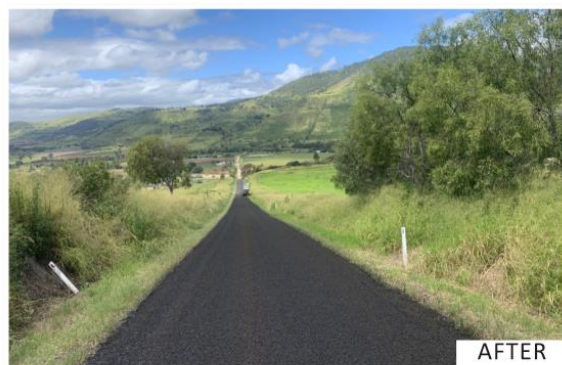
**BITUMEN RESEAL PROGRAM 2023/2024**

- Lockyer Valley Regional Council are seeking to reseal approximately 170,000m<sup>2</sup> (22 roads) of existing road pavement as asset renewal works for its sealed roads. This program is joint funded by both Council and the State Government through the Roads to Recovery Program (RTR).
- The objective of the RTR Program is to contribute to the Infrastructure Investment Program through supporting maintenance of the nation's local road infrastructure asset, which facilitates greater access for Australians and improved safety, economic and social outcomes.
- Contract has been awarded to a third-party contractor and commenced in December 2023, with 90% of the preparation works completed to date.
- Final seals have been delayed due to wet weather impacts and is scheduled to be completed by end of April 2024.



DURING

West Haldon Road, West Haldon



AFTER

West Haldon Road, West Haldon

DESIGN & CONSTRUCTION WORKS - PROJECTS COMPLETED








BRIGHTVIEW ROAD, GLENORE GROVE - DRAINAGE AND PAVEMENT REHABILITATION

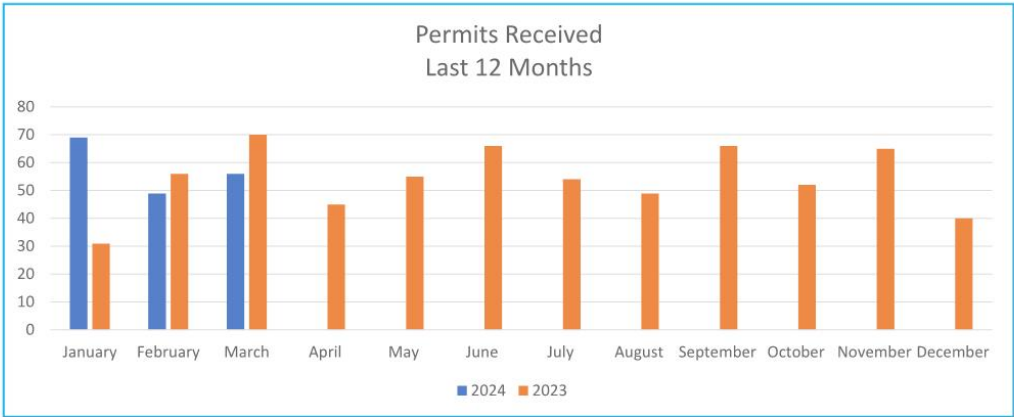
- Brightview Road is a rural arterial road connecting Gehrke Road and Forest Hill Fernvale Road at Glenore Grove and thanks to the Building Better Regions (BBR) fund Lockyer Valley Regional Council can proceed with drainage upgrades and the rehabilitation of the pavement due to its poor condition.
- Line marking was completed in mid-March which brings this project to a close.



Operations & Maintenance

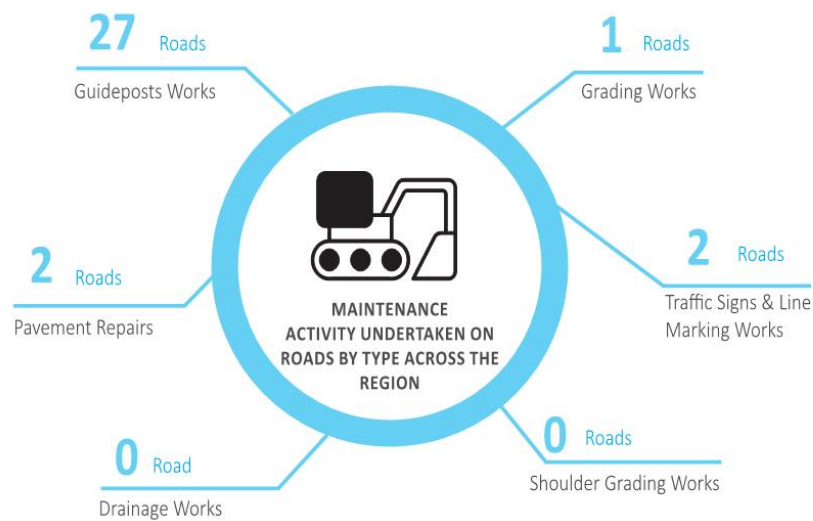
WORKS ON ROADS PERMITS & APPLICATIONS

 HEAVY VEHICLE APPLICATIONS 29	 RURAL ADDRESSING APPLICATIONS 5	 LAND ACCESS & ACTIVITY NOTICE 8
 TRAFFIC CONTROL 9	 OTHER ROAD ACTIVITY APPROVALS 2	 DRIVEWAY APPLICATIONS 3
 TOTAL APPLICATIONS RECEIVED IN MARCH 2024		56

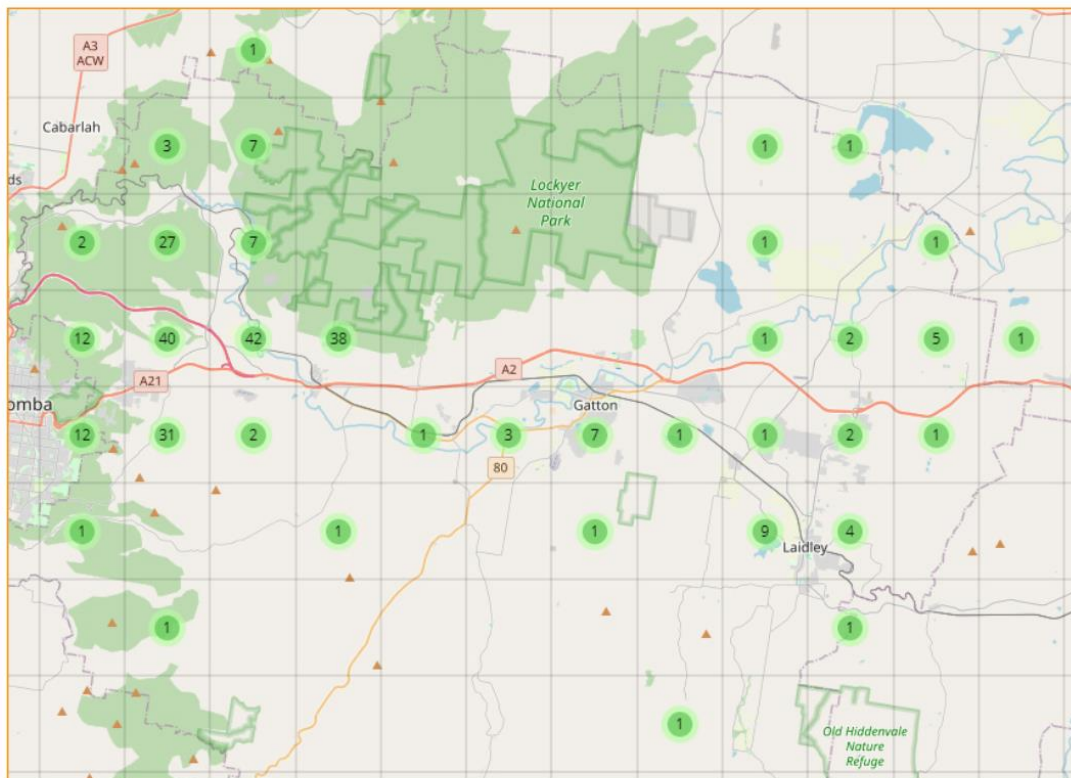




## MAINTENANCE WORKS



## DEFECTS COLLECTED THROUGHOUT THE REGION - MARCH 2024



## Infrastructure Planning

## ASSET MANAGEMENT

- Continued processing of capital completions.
- Processing of developer-contributed assets.
- Routine RMPC inspections have been completed.
- Completion of routine defect inspections in Zones 8, 16 and 18, and commencement of routine defect inspections in Zone 10.

- Routine condition inspections for 91 assets have been completed.
- Road Condition Assessment project is ongoing, with over 80% of unsealed roads assessed and sealed roads scheduled to start in April.
- Asset officers are preparing capital works project lists and verifying priorities for consideration for future budgets.
- Valuation of Councils Drainage and Waste assets is underway.
- Council officers are continuing to work through Stormwater CCTV Inspection data and incorporate it into the asset register, following completion of the contractor inspections. The asset register data will be updated to reflect the current condition.
- The Road Condition Assessment has commenced with our Contractor. Work started with surveying of the Unsealed roads with their 4wd based system. Approximately 80% of the unsealed network has been completed. It is expected that the sealed network survey will commence in late April with the van based survey vehicle.
- Quotations for mini-bus has been received. The purchase order has been processed.
- Quotation for the trucks has been completed.
- The Backhoe tender has been assessed the recommendation made for the replacement.
- The mower tender has been completed and the recommendations have been made for mower replacements.
- We have a contractor assisting with the development of the Fleet Audit outcomes to improve our Fleet Management practices and processes.
- Road safety audits have now been completed on Laidley Creek West Road, Silver Pinch Road, and Preston Boundary Road. Recommendations from these reports are being used to inform future works projects.
- Quotation for Level 2 bridge inspections has been assessed and the inspections are expected to be completed in April.

DEFECT OVERVIEW

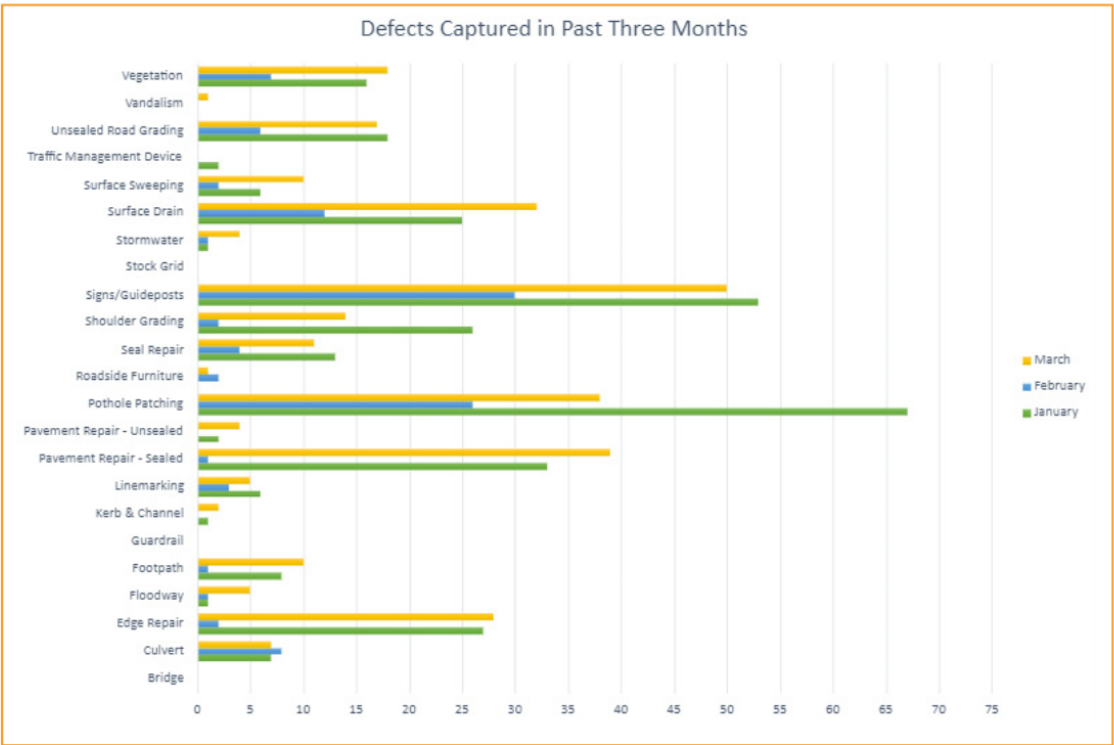
TOTAL OPERATIONAL  
DEFECTS CAPTURED  
IN MARCH 2024

296



201

TOTAL OPERATIONAL  
DEFECTS COMPLETED  
IN MARCH 2024





## Community Recreation & Facilities Branch Highlights

### CAPITAL WORKS - PROJECTS UNDERWAY

#### CONSTRUCTION OF NEW LOCKYER WATERS FACILITY HALL

- Deck works are nearly completed. Roof installation was delayed slightly due to recent rain.

#### GATTON CEMETERY SEAM STRIP INSTALLATION

- Two out of four seam strips have been completed. Remaining two have been boxed up and ready for pouring.

### CAPITAL WORKS - PROJECTS COMPLETED

#### PLAYGROUND SURFACING IMPROVEMENTS

- Surfacing upgrades have been completed at Lions Park Laidley, Lake Dyer and Rotary Park Gatton. The existing soft fall surfacing was failing compliance requirements and becoming a safety hazard at these parks.



BEFORE

Lake Dyer Playground, Laidley



AFTER

Lake Dyer Playground, Laidley



BEFORE

Lions Park Playground, Laidley



AFTER

Lions Park Playground, Laidley



BEFORE

Rotary Park Playground, Gatton



AFTER

Rotary Park Playground, Gatton

## CAPITAL WORKS - UPCOMING PROJECTS

Project	Status	Expected Commencement Date
Lake Dyer Amenities Block	<ul style="list-style-type: none"> <li>After further consultation, a design change has been made for the amenities block. This will see both stages 1 &amp; 2 be delivered together. Procurement and design underway.</li> </ul>	To be confirmed.
Das Neumann Haus – Cleaning and Bird Proofing	<ul style="list-style-type: none"> <li>Contractor engaged.</li> </ul>	Works to commence in early April 2024.
Lake Apex - Half Basketball Court	<ul style="list-style-type: none"> <li>Design completed. This project will be nominated for SEQCSP funding in the coming months.</li> </ul>	To be confirmed.
Accessibility Improvements	<ul style="list-style-type: none"> <li>Design phase in progress.</li> </ul>	To be confirmed.
Grantham Butter Factory Preventative Maintenance	<ul style="list-style-type: none"> <li>Procurement underway.</li> </ul>	To be confirmed.

## FACILITIES MAINTENANCE WORKS

- Laidley Cultural Centre Function Room – Community groups have attended and all belongings have been removed. Still waiting on insurance works report and roof rectification report.
- Meeting held onsite with user groups at Withcott Sports Centre prior to upcoming events.
- Meeting held onsite with Gatton Showgrounds user groups prior to upcoming events.
- Helidon Hall Girl Guides Building – finalising works to have facility available once again for a community group.

## PARKS, GARDENS AND CEMETERY MAINTENANCE WORKS

**Furniture Maintenance / Landscaping**

- 7 broken bollards replaced at Lake Dyer Campground.
- A second shade sail required removal in the Grantham Community Parklands and is awaiting replacement.
- Garden bed prepped for screen hedge at the Laidley Sale Yards
- 41 playground inspections completed, resulting in 41 new defects.
- Serviced over 900 park/street bins per week.

**Playground Maintenance**

- Playground maintenance and repairs, as required.

**Mowing/Slashing**

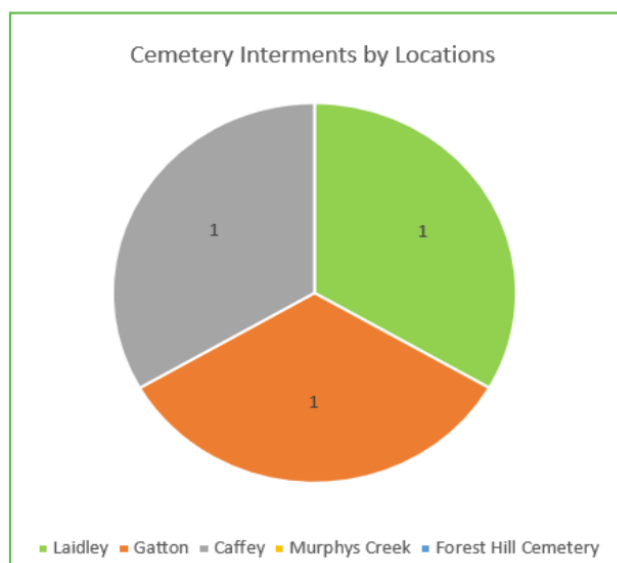
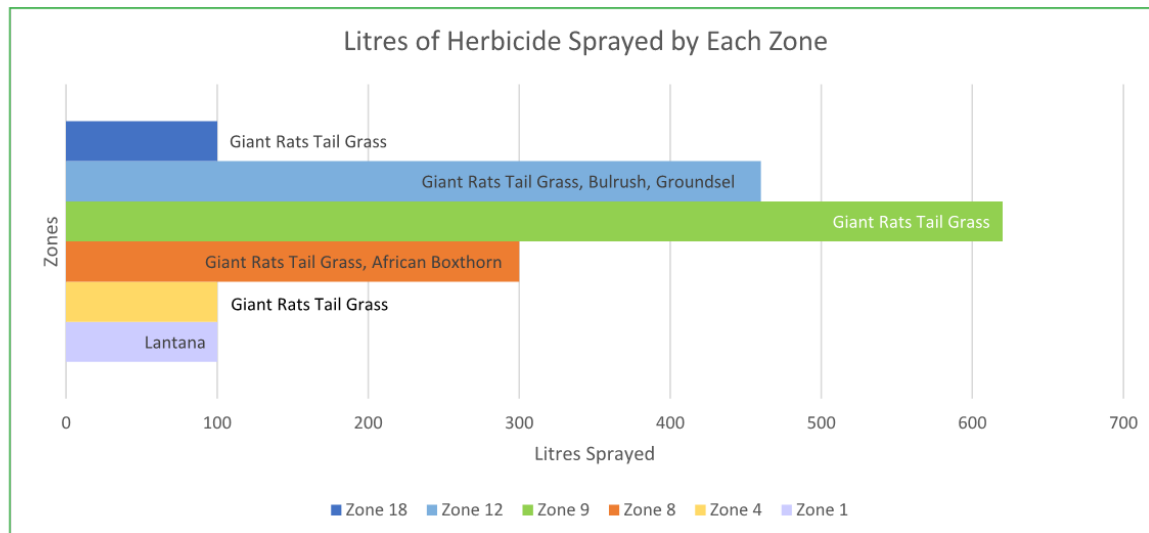
- Mowing continuing across all town centres and cemeteries.
- Roadside slashing in Zones 1, 4, 7, 8 and 18.
- Spraying roadside furniture in Zones 3 and 4. Total of 9000L of herbicide sprayed.
- 6 cemeteries were mown twice each as per schedule and again prior to Easter.
- >60 parks and 2 sports reserves mown twice each.
- 6 cricket ovals mown twice.
- 6 community halls, 3 sale yards/pound (approx. 130ha) mown.
- Roadside mowing and town approaches in Gatton, Laidley, Grantham, Helidon, Withcott, Murphy's Creek, Forest Hill, and Plainland mown twice this month.
- Approx. 70Ha drains and vacant blocks were mown/slashed in March.
- Sprayed 41 parks and 3 sports reserves for Khaki weed.

**Event Assistance**

- Laidley Cup - 21 March 2024

**Declared Weeds**

- Roadside treatments primarily in zones 9 and 12, targeting Giant Rats Tail Grass.



**DAL RYAN MEMORIAL POOL - FEBRUARY 2024****VISITATIONS**

- 1,130 total facility visitation for February 2024 which is a 41.7% increase compared to January 2024.
- Laidley State High School swimming carnival
- Hatton Vale State School swimming lessons
- A six week block of Learn to Swim lessons commenced at the end of January and ran through February.
- Commencement of maintenance planning for winter closure - 14 April 2024.

**LOCKYER VALLEY SPORTS & AQUATIC CENTRE - FEBRUARY 2024****VISITATIONS**

- 14,274 total facility visitation for February 2024 which is a 4% decrease compared to January 2024.
- Total active memberships for February 2024 is 455 which is a 9.4% decrease compared to January 2024.

**LEARN TO SWIM PROGRAM**

- 649 active enrollments in the Learn to Swim Program, which is a 12.1% increase on January 2024.
- 35 new students joined within the month and 9 students cancelled.

**HEALTH CLUB PROGRAMMING**

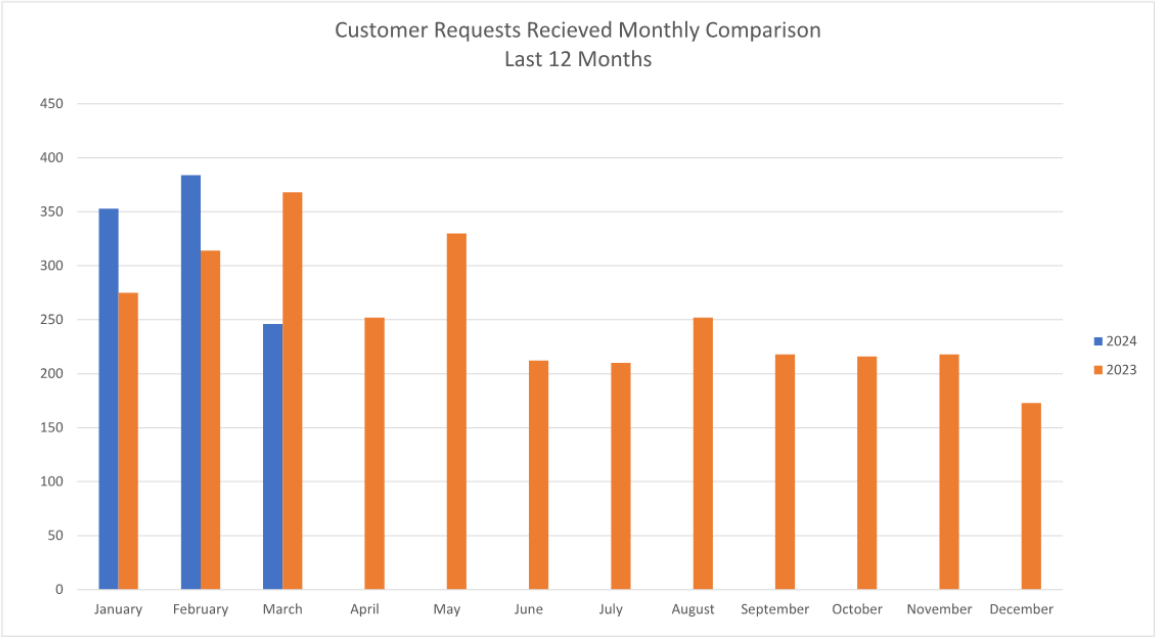
- 60 group fitness classes were held with 495 attendees.

**SCHOOLS AND GROUP BOOKINGS**

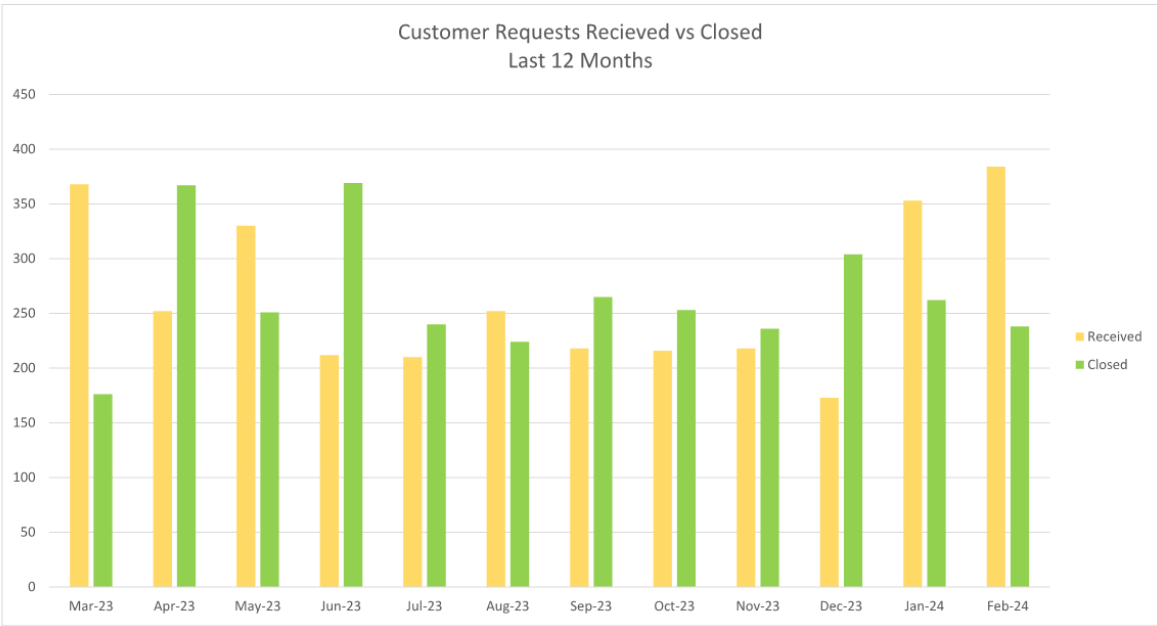
- 12 schools attended the facility for a variety of booking and programs including:
  - \* Gatton State School swimming lessons
  - \* Peace Lutheran Primary School swimming lessons
  - \* OLGC Primary School swimming lessons
  - \* Grantham State School swimming lessons
  - \* Tenthill State School swimming lessons
  - \* Kentville State School swimming lessons
  - \* Sophia College swimming carnival
  - \* Lockyer State High School swimming carnival
  - \* Rosewood State High School swimming carnival
  - \* Lockyer Zone swimming carnival
  - \* Western Rangers Regionals swimming carnival
  - \* Darling Downs Regionals swimming carnival
- Group Bookings
  - \* Gatton Swimming Club
  - \* Lockyer Valley Basketball Association
  - \* Razorback Basketball Association
  - \* QLD Corrective Services



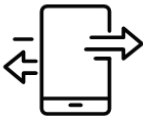
CUSTOMER CONTACT



Data as at 8 April 2024



Data as at 8 April 2024



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**14.5 Quarterly Progress Update on Actions Arising from Council Resolutions - March 2024**

**Author:** Bella Greinke, Council Business Officer  
**Responsible Officer:** Ian Church, Chief Executive Officer

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**Purpose:**

This report is to provide an update on the status of actions arising from resolutions at Ordinary and Special Council Meetings from the previous term of Council, 17 April 2020 – 27 March 2024.

**This document is for Council's information only.**

**Executive Summary**

This report contains an update on outstanding action items arising from resolutions during the previous term of Council, as well as identification and commentary on action items from the previous term which have been completed within the last quarter, from 1 January 2024 to 30 March 2024.

The detailed report for both the outstanding items and completed items has been provided separately due to the confidential nature of some of the items and commentary contained within.

**Outstanding Actions Report**

The document titled *Outstanding Actions* is a detailed report, providing information on which action items arising from resolutions are outstanding and any action that has been taken to date.

In summary, the following number of items (by group) are outstanding:

Executive Office:	0
People, Customer and Corporate Services:	8
Community and Regional Prosperity:	0
Infrastructure:	1
<b>TOTAL:</b>	<b>9</b>

**Completed Actions Report**

The document titled *Completed Actions January – March 2024* includes progress notes and closing commentary on items from the previous term of Council that have been completed by Officers in the last quarter. In total, 54 actions have been completed since 1 January 2024.

**Proposal**

This report be received and noted.

**Attachments**

There are no attachments for this report.



**14.6 Quarterly Investment Report - January to March 2024**

**Author:** Kacey Bachmann, Management Accountant; Dee Stewart, Coordinator Accounting Services

**Responsible Officer:** Ian Church, Chief Executive Officer

**Purpose:**

The purpose of this report is to advise Council of the performance of its investment portfolio.

**This document is for Council's information only.**

**Executive Summary**

As outlined in Council's 2023-24 Investment Policy, a quarterly report is to be submitted to Council on the performance of its investment portfolio.

The investment of surplus funds has been made in accordance with the requirements of *the Statutory Bodies Financial Arrangements Act 1982* as well as Council's Investment Policy. As of 31 March 2024, Council had a total investment holding of \$39.05 million.

Overall, investments continued to perform well in comparison to targeted benchmarks shown in table 3 and 4, with Council's current investments exceeding these benchmarks. The interest revenue has exceeded the target and investment opportunities will continue to be reviewed.

**Proposal**

As required by Council's 2023-24 Investment Policy, a quarterly report is to be submitted to Council on the performance of its investment portfolio.

As of 31 March 2024, Council had a total investment holding of \$39.05 million.

The two following tables show the investment institution, credit rating and product type of our investment portfolio on 31 March 2024:

**Table 1**

Institution	Amount \$	Percentage Holding	Credit Rating
QTC	25,055,298	64.15%	AA
National Australia Bank	1,000,000	2.56%	AA-
Macquarie Bank	2,000,000	5.12%	A+
Suncorp	1,000,000	2.56%	A+
Bank of QLD	3,000,000	7.68%	BBB+
MyState Bank	2,000,000	5.12%	BBB+

Institution	Amount \$	Percentage Holding	Credit Rating
AMP Bank	4,000,000	10.25%	BBB
Judo Bank	1,000,000	2.56%	BBB-
<b>Total</b>	<b>39,055,298</b>	<b>100.00%</b>	

Table 2

Product Type	Amount \$	Percentage Holding
Cash Fund - QTC	25,055,298	64.15%
Term Deposit	14,000,000	35.85%
<b>Total</b>	<b>39,055,298</b>	<b>100%</b>

The following tables display the performance of Council's investments, identified by investment type and days invested, against the Bank Bill Swap Rate (BBSW) and the Bloomberg AUSBOND Index (AUSBOND). The tables compare the rate of return on Council's investments on 31 March 2024, against the benchmarks indicated above (BBSW and AUSBOND).

Overall, the investments continued to perform well in comparison with these benchmarks although there has been a slight increase in interest rates for term deposits with new investments now offered, as high as, above 5.00%.

Table 3

Cash Fund Performance Against RBA Cash Rate & AUSBOND Index	QTC	RBA Cash Rate	AUSBOND Index
Cash Fund Performance	5.04%	4.35%	4.32%

Table 4

Term Deposit Performance Against BBSW Index & AUSBOND Index	Av Return on Deposits	BBSW Index	AUSBOND Index
Term Deposits	5.19%	4.29%	4.32%

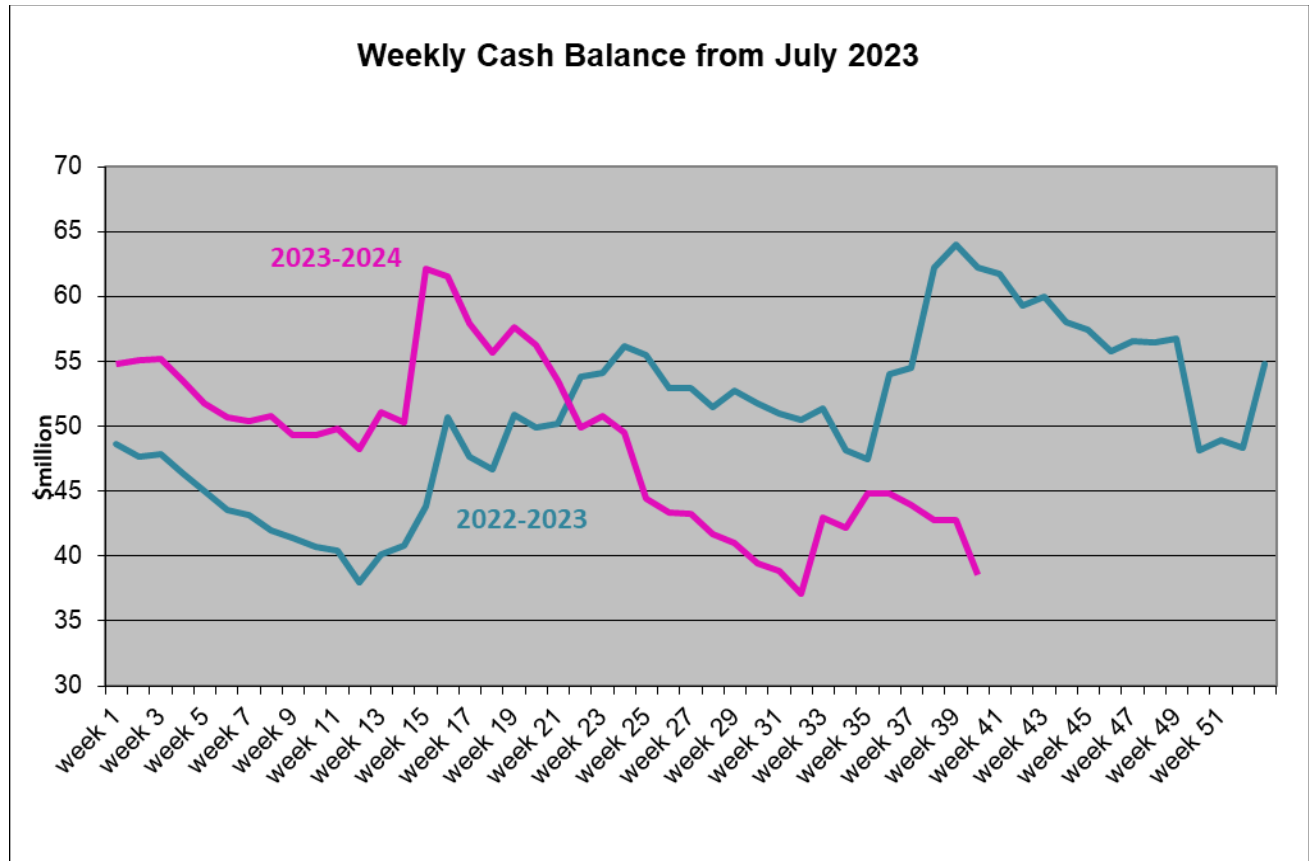
Interest rates have increased for all institutions. The QTC cash fund rate is in line with term deposit rates making either an attractive investment option. The best regular rates on offer at present are around 5.00% and 5.32% for investment periods from three to twelve months.

Table 5

Interest Income vs Budget	YTD Actual	YTD Budget	% Annual YTD Budget
Interest Income on investments	\$1,784,385	\$1,277,522	139.68%

As reflected in table 5, interest revenue has exceeded the target for the year to date.

During the second quarter, cash at bank decreased. Only minimum cash remains in Council's general funds each day with any excess being invested as Term Deposits or transferred to the QTC Cash Fund. The following graph shows a comparison over time of Council's weekly cash balances.



The table below shows that Council's investments on 31 March 2024 is in overall compliance with the 2023-24 Investment Policy.

**Table 6**

Investment Policy Credit Risk Compliance	Current Exposure	Allowable Exposure	Difference
<b>Cash Funds</b>			
QTC Cash Funds	64.15%	100%	35.85%
<b>Term Deposits</b>			
AAA to A+	10.24%	85%	74.76%
A to BBB+	12.80%	45%	32.20%
BBB to BBB-	12.80%	30%	17.20%

### Attachments

There are no attachments for this report.

**15. CONFIDENTIAL ITEMS****15.1 Contract of Employment - Chief Executive Officer**

**Author:** Dan McPherson, Group Manager People, Customer and Corporate Services

**Responsible Officer:** Dan McPherson, Group Manager People, Customer and Corporate Services

*That the above item be considered in Closed Session to the exclusion of the press and public in accordance with Section 254J (3) (a) of the Local Government Regulation, 2012, as the matter involves the appointment, discipline or dismissal of the chief executive officer.*

**Purpose:**

The purpose of this report is to seek Council's endorsement to offer the Chief Executive Officer (CEO), a further Contract of Employment for one year from the expiry of the current Contract of Employment, on terms that include a further review of the contract by both parties in April 2025.

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**16. MEETING CLOSED**